

# York College

OF PENNSYLVANIA

Catalog 68-69

YORK, PENNSYLVANIA

## **Correspondence Directory**

**Academic Matters    Dean of Academic Affairs**

**Admissions    Director of Admissions**

**Alumni Activities    Director of Publications**

**General College Matters    President**

**Business Matters, Expenses,**

**Scholarships, and Student Aid    Business Manager**

**Student Affairs    Dean of Student Affairs**

**Transcripts of Academic Records    Records Office**

The address for all of the above is:

York College of Pennsylvania,

Administration Building,

Country Club Road,

York, Pa. 17405

## **Visitors**

Visitors are always welcome. Office hours are 8:30 a.m.-5:00 p.m.

weekdays. The reception desk is open from 9:00 a.m.-1:00 p.m.

Saturdays. Please request appointments with the Director of

Admissions at least two weeks in advance.

## **Rules**

Students are to be governed by the rules, regulations, and provisions contained in this announcement, subject to the right of the trustees and the faculty to repeal, change, or amend them. The College reserves the right to withdraw or modify all courses.

# York College

O F P E N N S Y L V A N I A

A CO-EDUCATIONAL COLLEGE GRANTING THE BACCALAUREATE DEGREE

**GENERAL CATALOG 1968-1969**

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Association for Higher Education

The American Association of Junior Colleges

The Junior College Council of Middle Atlantic States

The Pennsylvania Association of Junior Colleges

Pennsylvania Association of Colleges and Universities

## **Table of Contents**

Introduction to York College of Pennsylvania 4

Student Life 16

Admissions and Finances 32

Academic Policies 50

Programs of Study 62

Course Descriptions 82

Rosters 122

Calendars 132

# Introduction to York College of Pennsylvania

**Location** 5

**Plan of Education** 6

**Cultural Activities** 9

Institutes, Workshops, and Seminars

Lectures and Concerts / Art Exhibits

**Facilities** 10

**History** 13



York College of Pennsylvania is a co-educational institution of higher learning that serves commuters and resident students through basic programs in the Arts and Humanities, Engineering and Science, and Business curriculums on both a two and a four-year level.

The College is interested in students with good academic records of past achievement who possess the intellectual capacity and initiative to acquire more knowledge. The present student body of about 1,800 comes from fifteen states and four foreign countries, and attends day or evening classes.

The College recognizes that the years spent on campus are part of life itself, and are not a preparation for it. Each student is encouraged to contribute to developing academically, to participate in some extra-curricular activity, and to become aware of the unique contributions that a liberally educated person can make to our world.

The College expects each student to grow ethically and morally and to become conscious of his or her responsibilities to perpetuate the traditions of human culture and achievement, to lead people in a good way of life, and to satisfy the needs of our nation by providing ever-increasing numbers of persons for the crafts and the professions. The student should understand that attending college is a privilege and not a right.

### **Location**

York College of Pennsylvania is situated in York, Pennsylvania. The campus is located on Country Club Road, approximately one mile south of Continental Square, in a city of 53,000 and in the center of York County, which has

a population of 255,000. Historic Gettysburg is only 28 miles west and Harrisburg, the State Capital, is 26 miles to the north. The College is located in a thriving industrial and agricultural area which affords splendid recreational facilities, beautiful churches, modern hospitals, schools, a symphony orchestra, a community chorus, a little theatre, an historical society, and many other organizations that promote cultural activities for the residents. These and other advantages make York a fine place to study, live, work, and play. The City of Baltimore lies 48 miles to the south, Washington, D.C., and Philadelphia, Pa., are within 100 miles. Because of good highways, bus, railroad, and airport facilities, York is readily accessible to all major cities in the east.

### Plan of Education

York College of Pennsylvania is an institution of higher learning serving the needs of many different individuals. The College population consists of commuting students who live within a reasonable distance from the College and resident students from many states and foreign countries. The college population, therefore, has a cosmopolitan flavor.





The program of studies is geared to serve those who aspire to a Baccalaureate Degree in selected curriculums, as well as those who are interested in freshman and sophomore year programs with transfer to other four year colleges and universities. Some will be interested in two years of study only, to be followed by personal endeavors outside the academic community. In developing the aims and objectives for the college, its academic program is based on the premise that before one is a worker in his chosen field of endeavor, he is first an individual. A liberal education is for all men, regardless of the vocations or professions they ultimately pursue.

The current emphasis on training for the professions and for scientific achievement for our country has confused many people regarding the role of the liberal arts in our colleges. Similarly, business and industry have more and more recognized the inadequacy of the college graduate who has knowledge limited disproportionately to his special field of study, but who is totally unaware of the needs and motivations of his fellow workers—and of himself.

Increasing emphasis is placed on the student's giving of himself in the service of his fellow man in his quest for a full rewarding life. While students are admonished to use their time wisely, it is recognized that man's fullest potential requires maturation, reflection, and leisure.

In developing programs and curriculums, priority has been given to the finer qualities of man's mind, as these are reflected in Western Culture through its Judaeo-Christian heritage. Stress is placed on the art of thinking, as well as something to think about.

Specifically, York College of Pennsylvania hopes to accomplish the following:

1. To offer a broad program of studies in a selected number of majors leading to the Baccalaureate Degree.
2. To offer college level studies to freshmen and sophomore students who wish to transfer to other four-year colleges and universities for junior and senior year studies leading to the Baccalaureate Degree, or to enter the labor market with sufficient knowledge and skills to make the student readily employable and able to do an acceptable job for his employer.
3. To offer continuing and adult education courses and programs for those members of the community who have a need for such programs, who can profit from them, and who are not interested in working for a college degree; and
4. To serve as a cultural center for the city of York and York County, bringing together for the general improvement of the community, courses in Art and Music, forums, debates, seminars, and workshops.



## Cultural Activities

### Institutes, Workshops, and Seminars

The College sponsors many programs during the year, during both day and evening hours, that are of interest to members of the student body and adults in the community. The programs are varied in nature. During the past years they have dealt with "Masterpieces of Literature", a film series on a few of Shakespeare's plays, poetry, governmental affairs, banking and finance, social service, great moments in Music, agricultural matters, and a program for faculty members who are new to the profession entitled, "After the First Year—What?"

The College urges students, members of the community and faculty to suggest programs for sponsorship that relate the college to the community in a variety of ways.

### Lectures and Concerts

The annual Concert and Lecture Series brings from eight to ten speakers and musical groups to campus each year. Pulitzer prize winner Edgar May, foreign correspondent Robert St. John, and political affairs specialists James A. Burkhardt and Fulton Lewis, III, have been among the lecturers to appear.

Popular musical groups such as the U.S. Marine Band, the Baltimore Symphony, The Mozart Trio, Richard Maltby and his Orchestra, and the University of Maryland Madrigal Singers have been included. Dramatic presentations have also been offered.

Guest stars William Warfield, baritone, Mario Braggiotti, pianist, Robert Conant, harpsichordist, and William Montgomery, flutist, have presented individual performances. All York College of Pennsylvania students are admitted without charge upon presentation of their student identification card.

### Art Exhibits

The College Gallery has monthly exhibitions during the school year. Works of local artists as well as those known nationally and internationally are shown. Each local artist is introduced at the exhibition opening.

Recent exhibitors have included Stephen Etnier of New England, Ernest Krape, Gettysburg, Pa., and Charles X. Carlson, Kirks Mills, Notting-



ham, Pa. Rental exhibitions have included such works as lithographs by Childe Hassam, drawings by John Singer Sargent, American prints, American figure drawing, and Picasso prints.

Once each year, usually during the month of May, the work of York College Art students is exhibited. The members of the Art faculty select for exhibit those works that are outstanding in different art media.

### Facilities

Finding the academic facilities on College Avenue, in the heart of the city of York, inadequate for a rapidly expanding student body, the Board of Trustees in 1959 assumed ownership of a 57-acre tract in the southwestern part of the city and began construction of a new campus. Today there are nine new buildings on the campus including:

**YORK HALL**—a classroom building completed in the spring of 1961. This facility contains lecture halls, science laboratories, a language laboratory, and modern classrooms for approximately 1,500 students.

THE GYMNASIUM BUILDING—completed in December, 1962. This structure serves as a gymnasium and as an auditorium for lectures, concerts, and meetings for the students and general public. There are adequate locker facilities for students in physical education activities and practice areas for inter-collegiate athletics and intramural sports. As a gymnasium, the building will seat 1,200 spectators and as an auditorium 1,800.

SPRINGETTSBURY HALL—a dormitory for women, completed in 1963. This modern facility houses 126 students in double rooms and a head resident in a private apartment. There are also lounge, recreational and storage areas, and study rooms.

THE LIBRARY—completed in 1964. The library has space for approximately 150,000 volumes, reading stations for 400 students, reference, periodical, audio-visual aids, typing and study rooms.





**MANOR HALL**—a men's dormitory completed in 1965. This modern facility has sleeping quarters for 279 men, an apartment for the head resident, a typing room, lounge and recreational facilities. Study rooms are available on each floor.

**THE STUDENT CENTER**—completed in 1965. This facility contains the Johnson Dining Room which seats 600, the Buechel Memorial Lounge, a kitchen equipped to prepare meals for 1,000 students at one time, lounge areas, TV room, study, game and conference rooms.

**THE MAINTENANCE BUILDING**—constructed in 1965. This facility serves for the storage of maintenance supplies and equipment and provides the necessary work shops to keep the college facilities and equipment in first class condition.

**PENN HALL**—a 128 student dormitory for women, first occupied in September, 1967. This dormitory is similar to Springettsbury Hall, the only exception being that the main entrance is in the center of the building, with lounge, recreational and food services immediately available off the center lobby. There is a conference room for student use and an office which is open from 8 a.m. to 11 p.m. providing direct communication to the residents.

**THE ADMINISTRATION BUILDING**—completed in the spring of 1968. This building is located along Country Club Road and directly to the right as one enters the campus. This modern office building houses all of the operating divisions of the college including Admissions, Academic Affairs, Student Affairs, the Computer Center, and Business Affairs. There is a large meeting room on the second floor which is used as an art gallery and houses the beginnings of a College Museum.

## History

In October, 1963, the Board of Trustees of York Junior College asked the faculty and administration to study the feasibility of developing a four-year college to serve the York community. This request was made because York County men and women were having difficulty earning baccalaureate degrees due to rising costs and overcrowded conditions in four-year colleges and universities.

Several factors played an important part in the decision of the trustees. One factor was the tremendous population growth of York County, a county without a four-year college. There was a rising need for professional and semi-professional employees to serve the expanding labor market of York business and industrial establishments. There was also the belief that many young men and women were not entering college at all because of their inability to pay prevailing costs, especially for the last two years of college which would require them to live away from home.

As a result of this directive, the faculty and administration conducted an extensive survey lasting 18 months. Their research included questioning over 12,000 York County high school students, 26 York County school administrators, 45 representatives from York County business and industry, over 7,000 parents of high school students, and slightly more than 3,000 employees in York industry. Punch-card questionnaires were used for each tabulation.

When all the data had been compiled, each group represented in the survey approved by an overwhelming margin the idea that some of the Junior College curriculums should be extended to include junior and senior year courses leading to the baccalaureate degree. Recommended majors included: Accounting, Management, Elementary Education, Secondary Education, English, History and the Social Sciences, Economics, Medical Technology, and Production Management.

At a meeting held in May, 1964, the Board of Trustees directed the President of the Junior College to develop a four-year college with the first courses to be offered on a late afternoon and evening session basis in September, 1968. They recommended the registration of a full-time class of juniors in September, 1970. The President was directed to take steps to amend the charter, changing it from a two-year college to a four-year baccalaureate degree-granting institution. He was also directed to make other

plans including the employment of faculty members holding the Ph.D. degree, the creation of the first four-year curriculums, and the acquisition of additional library resources such as books, periodicals, microfilm services, tapes, records, and audio-visual aids required to support the four-year majors and to bring the library up to four-year standards as quickly as possible.

Plans also included a capital funds campaign to provide additional funds for endowment, to increase faculty salaries, and to insure a large expenditure for library resources. Strong support from all of the college's publics brought in the necessary \$1,300,000.

Even though four year majors were being planned, it was the intention of the Board of Trustees to continue to serve those young men and women in York County who were only interested in two years of college in York either to gain marketable skills for early employment after leaving the college or to transfer elsewhere, depending on their personal preference.

For over 20 years, service to the local community in higher education had been the heritage enjoyed by the Junior College. In fact, this heritage goes back nearly two centuries, since the four-year college is linked to the past through three educational institutions—the York County Academy, the York Collegiate Institute, and the Junior College.

The Academy was founded in 1787, the successor to a classical school established during the Revolutionary period by the Rev. John Andrews, Rector of what is now St. John's Episcopal Church in York.



In 1799, it was independently incorporated as "The York County Academy" and for many years was the only school of consequence in the County. It preceded the establishment of public schools in Pennsylvania by many years and trained many leaders in city, state, and national affairs.

York Collegiate Institute was organized in 1873 through the efforts of Samuel and Isabelle Small when they assigned a square of ground and \$50,000 in bonds as security to "The English Presbyterian Church" of York. The Collegiate Institute gained considerable prestige and much success in bringing liberal education to the youth of the community.

However, the growth of the public high schools hurt both the Academy and the Institute and, in 1929, they entered into an agreement whereby both institutions could continue to serve their various publics, yet retain much of their own identity.

The trustees of York Collegiate Institute voted to add a junior college program to the curriculum and first year courses were started in the fall of 1941 with an enrollment of 42 students. With the influx of World War II veterans, enrollment increased rapidly and is now approaching 2,000.

In 1947, the Institute trustees decided to close the secondary school and concentrate their efforts on the junior college. While the College is governed by a separate board of trustees, the Academy board still functions and performs valuable services.

The present Academy board officers are as follows: Wilbur C. Beitzel, president; William M. Eyster, vice president; William H. Kain, secretary; and George L. Sprenkel, treasurer.

The Academy board membership is as follows: John S. Boyer, The Hon. James E. Buckingham, Martin B. Ebbert, Esq., Walter S. Ehrenfeld, William S. Eisenhart, Jr., Esq., Frederick B. Gerber, Esq., Dr. Edward A. Glatfelter, Philip H. Glatfelter, III, Raymond E. Hively, Edward K. Keen, Robert C. Latimer, Dr. Ray A. Miller, Dr. O. Meredith Parry, The Rev. Irvin A. Raubenhold, William S. Stair, and John L. Toomey.

And so a new era of service is emerging for the York College of Pennsylvania. The faculty and staff are dedicated to the task of developing a first rate college for York County, one that will enable men and women to gain the knowledge and skills that will not only lead them to appropriate career choices, but that will give them an understanding of man and his problems in the last half of the twentieth century.

# Student Life

Orientation 17

Dormitory Life and Affairs 17

Student Affairs 17

Advisory Program / Bookstore / Convocations

Counseling / Opportunities for Graduate Study

Testing / Placement / Records

Transfer of Students / Financial Aid

Health Services / Laundry and Linen Services / Religious Life

General Regulations 22

Student Conduct and Dress / Automobiles / Change of Address

Publications 23

Student Organizations 24

Honorary / Special Interest Groups

## **Orientation**

The Orientation Program at York College is designed to help students become acquainted with the college faculty and classmates before formal classes begin. Part of the program is devoted to the administration of tests which will enable the College to place students in appropriate class sections. Other aspects of the orientation program deal with material in the student handbook, rules and regulations of the college, a rundown on College activities and interest groups, and the creation of an esprit de corps that will unite the students socially as well as academically.

## **Dormitory Life and Affairs**

Dormitory affairs are under the direction of the Dean of Student Affairs in conjunction with the Director of Housing.

All men and women boarding students are required to live in the campus dormitories. When dormitories are filled, students may be placed in approved off-campus facilities with permission of the Dean of Student Affairs.

The student housing program is designed to give the greatest possible experience in group living and to promote the development of good taste and social manners. The dormitory is supervised by an adult Residence Director.

All resident students on campus and women living in off-campus College-approved housing must eat in the College dining hall.

All rooms are equipped with beds, mattresses, wardrobes, dressers, study desks and chairs, mirrors, waste baskets, lamps, and pin-up boards. Women's rooms also have drapes.

Each student is charged for linen service which provides two sheets, one pillow case, and three bath towels each week. Pillows, bedspreads, and blankets may also be rented. Information on laundry services is sent to each resident following his assignment to a dormitory room.

## **Student Affairs**

The Student Affairs Division is organized to provide services and activities that are needed by the student to become adjusted to his college and to the college community, and to help him in making satisfactory progress toward his desired academic goals. The program is directed by the Dean of Student

Affairs, whose office, as well as that of the members of his staff, is in the Administration Building on the right as one enters the campus from Country Club Road.

The following represent services to the student:

### **Advisory Program**

Each student is assigned to a faculty member by the division chairman of the student's major field of specialization. Conferences are held as the student desires them, or if the advisor feels as a result of faculty discussions that the student needs special assistance.

### **Bookstore**

The College Store is located on the ground floor at the east end of the Student Center. In addition to required textbooks and standard school supplies, the store offers a wide variety of paperbacks for leisure reading, course outlines, imprinted clothing, jewelry, toilet articles, souvenir chinaware and stuffed animals, greeting cards, and stationery store items. The official College Rings are on display and may be ordered at this facility.

Since this is a self-service store, books previously purchased or purchased elsewhere are NOT allowed within the selling area. Racks are provided at the entrance of the store for student books and all other personal belongings.

### **Convocations**

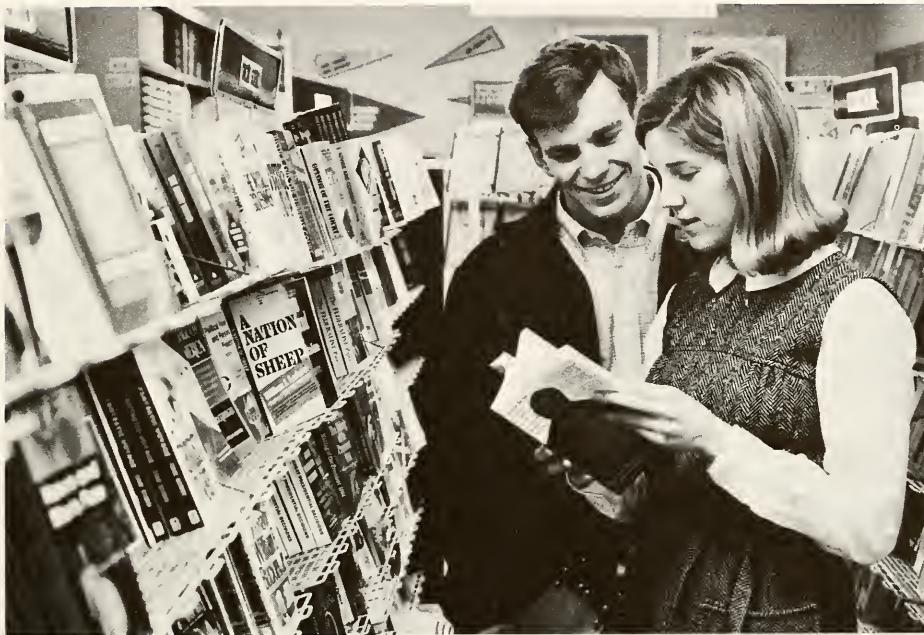
Students are required to attend 75% of the Convocations scheduled each semester. Attendance will be taken and those who do not maintain the required attendance will receive an "F" on their Permanent Record.

### **Counseling**

The College has a well-trained counseling staff which enables it to give many services to its students. Students are urged to take advantage of these opportunities for help when and if the need arises.

### **Opportunities for Graduate Study**

A student transferring from a two-year program to a four-year institution of higher learning must begin early to set up a curriculum to meet that of the



transfer school. This is equally true of students who plan to go to graduate school. Students should check no later than their junior year with a counselor or faculty advisor to make their plans for graduate study.

Catalogs are available in the counseling office and in the library as one of the aids for determining programs for graduate schools.

### **Testing**

Students who desire aptitude tests should make application with the Dean of Students Affairs. After the tests are administered, a counseling session follows at which time data is analyzed in keeping with student interests and aspirations. There is a modest fee for this service.

### **Placement**

The Placement Bureau, located in the Administration Building, assists students in finding full and part time employment. Many students have found it possible to complete college without creating a financial drain on their families' resources. The bureau also assists alumni in full time placement.

### Records

A record of each student's academic and social progress is maintained. Faculty Advisors, Counselors, and the Heads of the various departments use the services of the centralized Records Office when counseling students on educational and vocational matters.

### Transfer of Students

Students planning to transfer after two years' study at York College should inform the admissions office of their choice of institution at the time of registration, if possible. When this information is available, each student's schedule is arranged to include courses which will conform to the curriculum of the college or university to which he wishes to transfer. Only students who maintain at least a 2.0 average will be recommended for transfer to other institutions.



Transfer curricula are specifically designed for students who plan four years of college study. They comprise integrated programs for the first two college years, during which time the student works toward a general knowledge of the fields of learning and a foundation in the subject in which he plans to concentrate. The student is urged to follow one curriculum closely so that his credits will be acceptable for transfer to the degree-granting college of his choice. It is inadvisable for the student to transfer before the end of his sophomore year. He should apply for admission to the senior college of his choice at least six months before he plans to transfer. The most important qualifications for transfer are the high quality of the student's academic work and the integrity of his character.

### **Financial Aid**

A number of methods exist whereby a student may obtain financial assistance to help him meet his educational expenses. These methods are: Tuition Plan, Bank Plan, National Defense Student Loan Program, Higher Education Loan Program of Pennsylvania, Work-Study Program, Scholarships, Educational Opportunity Grants, and part-time jobs. For detailed information, please check the Financial Aid section of this catalog under Expenses.

### **Health Services**

Health Service is provided to students and faculty. A registered nurse is available during the regular day school hours. A physician is on campus daily, Monday through Friday, and on call at other times. Each student carrying 12 or more hours per semester is covered by an accident policy. Costs for this service are paid by the general fee. The accident policy is limited to accidents occurring on the school premises or while participating in a school sponsored and supervised activity away from the campus.

The College Nurse should be contacted before a physician is engaged, except in case of emergency.

### **Laundry and Linen Services**

An arrangement has been made with the Mary MacIntosh Laundry for a rental service of bed linen and towels on a semester basis. Linen and towels will be picked up weekly. Also, Mary MacIntosh has been authorized to offer students personal laundry and dry cleaning services on a voluntary basis.

This includes shirts and blouses, skirts or slacks, shorts, pajamas, undergarments, and athletic gear. A laundry room is provided in each dormitory with coin operated washers and dryers. College owned furnishings are not to be washed or cleaned by the student.

### **Religious Life**

Since the community has almost every religion represented, the College and the York County Council of Churches cooperate to fulfill the religious needs of students. During Orientation, students complete cards voluntarily as to their religious preference. The cards are then distributed to the appropriate denomination by the Council of Churches. Religious groups may plan programs for the students in matters of their religious problems.

### **General Regulations**

#### **Student Conduct and Dress**

The appearance and conduct of the student body of York College of Pennsylvania for the most part reflects credit upon the College. Let us continue to keep it that way.

York College of Pennsylvania is a co-educational college located in a residential area in the center of this community. It is neither a men's nor a women's college remote from the center of things. Appearance and conduct on campus, in classrooms, and in social groups must necessarily be more conventional.

Students are expected to dress and conduct themselves in a manner that is considered proper whenever they are on campus. Those whose standards of dress and conduct are unbecoming will be asked to leave the College.

The College lists guidelines for proper dress in the Student Handbook and expects all students to abide by them.

#### **Automobiles**

Resident students will be permitted to have motor vehicles in York subject to the following conditions:

- Second semester freshmen must have a 2.7 cumulative average.
- Sophomores must have a 2.5 cumulative average.
- Juniors must have a 2.5 cumulative average.

- Seniors must have a 2.5 cumulative average.
- All students must have an approved off-campus, off-street parking place.
- All students must register their motor vehicles with the Dean of Student Affairs.

Beginning resident freshmen do not qualify for motor vehicle privileges.

Students who feel that they have a valid reason for excepting these regulations may present their case to the Dean of Student Affairs in writing prior to coming to the College. The letter must be countersigned by parents if the applicant is under twenty-one.

All commuting students are qualified to receive an identifying sticker entitling them to on-campus parking.

### **Change of Address**

It is urgent that the College has the correct name and address of each student at all times, as well as a permanent address where communications may be made in case of emergency. At each registration session students will be asked to verify their local and home addresses. Any change during the semester in the student's address must be reported immediately to the Records Office.

### **Publications**

COLLEGE NEWSLETTER—a quarterly publication dealing with college activities and projects as they involve faculty, students, and members of the community. From time to time a supplement will be included in the NEWSLETTER dealing with alumni activities.

DAILY BULLETIN—a single sheet publication dealing with the activities of the college, both faculty and students, on a daily basis. The publication is available in several of the college buildings at 9 A.M. daily.

STUDENT HANDBOOK—an annual publication by the Student Senate and the College administration. It contains information about rules and regulations for student conduct while on campus, the administration of department matters, and the constitution of the student government organization. Students are urged to become familiar with this publication and its contents.

THE HORIZON—the College Yearbook published annually by representatives of the student body in cooperation with a faculty advisor. The yearbook staff is formed in the spring of each year. Membership is open to all students who are interested in working hard to provide an important service to the students and faculty.

THE YORKER—a college newspaper written and edited by the students on an informal basis. The organization is developed by the students interested in newspaper work. Their activities are coordinated and supervised by a member of the faculty.

## **Student Organizations**

### **Honorary**

ALPHA MU GAMMA—The National Collegiate Foreign Language Society of the United States and Puerto Rico was founded in 1931 and was incorporated under the laws of the State of California. In order to become a member of this honor society, students must have earned grades of "B" or better in previous language studies. The student becomes an associate member for one semester, and upon retaining a high standard of achievement in language study, becomes a full member at the beginning of the next semester.

BUSINESS ADMINISTRATION FRATERNITY—an honorary organization designed to further the knowledge of its members in accordance with their business interests. The meetings consist of lectures and discussions by prominent business executives and field trips to modern business firms. Invitations are extended to students in the Business Administration Division who have completed at least two semesters of not less than fifteen semester hours with a cumulative point index of at least 2.5.

GREEN KEY—a national honor society for senior men who excel in leadership, have attained a minimum scholastic average of 3.0 at the time of election to the society, and who exemplify the highest standards of personal character.

HONOR SCOOP—The Honor Scoop is awarded each year to the York College student organization which contributes the most service to the College and community. A committee from the Student Senate meets with the Dean of Student Affairs to evaluate each organization's program.

WHITE KEY—a national honor society for senior women who excel in leadership, have attained a minimum scholastic average of 3.0 at the time of election to the society, and who in their personal lives exemplify the highest standards of character.

THE PENN SOCIETY—scholastic honor organization whose purpose is to recognize academic achievement; open for membership to juniors and seniors with at least an average of 3.5 upon completion of 61 credits.

PHI THETA KAPPA (Kappa Pi Chapter)—This is the national two-year college honorary scholastic fraternity. The purpose of Phi Theta Kappa is to foster a spirit of devotion to study and to scholarly ideals. Membership invitations are extended to those students who have completed at least one semester of not less than fifteen semester hours with a cumulative grade point index of at least 3.0.

PRESIDENT'S HOST COMMITTEE—a group of students selected because of their desire to be of service to the college. Their duties will consist of meeting college guests as they come to the campus, conducting tours for them, and making themselves generally useful during convocations, receptions, and special programs conducted by the College. Students who have a 3.0 average are eligible for membership.

THE SARAH E. SPAHR AWARD is given annually by Mr. and Mrs. Philip B. Deane, in memory of Mrs. Deane's mother, to the graduating student who has compiled the highest over-all average for all subjects taken at York College. The award is made each year at Commencement.

SIGMA TAU SIGMA (National Social Science Society)—The purpose of Sigma Tau Sigma is to honor, foster, and stimulate promising students in the social sciences. Membership is extended by invitation to students who have completed not less than nine (9) semester hours of social science and who have maintained at least a 3.0 (B) in all social science courses, and who have at least a 2.0 (C) in all subjects.

STUDENT SENATE HONORS AWARDS—To increase student participation in extra-curricular activities, to promote school spirit, and to recognize outstanding service to the College, the Student Senate offers several honor awards each Spring. These awards are given to those students who have made outstanding contributions to the various extra-curricular activities of the College. Selection is by a committee of students and faculty appointed by the Student Senate.



**WHO'S WHO AMONG STUDENTS IN AMERICAN UNIVERSITIES AND COLLEGES**—The annual directory of distinguished students selected from colleges and universities throughout America. Selection of nominees is conducted by campus committees and involves student, faculty, and administration participation. College juniors and seniors are eligible for nomination.

### **Special Interest Groups**

**ALPHA RHO SIGMA**—Alpha Rho Sigma is the engineering society, founded in the autumn of 1948. Any male student who is registered in an engineering course is eligible for membership. The purpose of the society is to further the knowledge of the members in accordance with their engineering interests and to promote friendship among its members. The meetings consist of lectures by members of the engineering profession. Occasional field trips provide interesting aspects of modern engineering problems.

**ALUMNI AFFAIRS**—All graduates of York Junior College and York College of Pennsylvania automatically become members of the Alumni Association. The purpose of this organization is to keep classmates in touch with each other after graduation and to act as a link between the college and the local community. Three alumni representatives serve on the board of trustees and many other members contribute to the welfare of the College in other ways.

**ATHLETICS**—The sports program at York College is modest in nature and is geared to student interests and needs. The program is intended to be a supplement to the educational offerings by making it possible for all interested students to engage in and witness sports of their own choosing. It must be emphasized, however, that academic achievement must take precedence over athletic contests or training sessions.

It is recognized that all students will not possess the athletic skills to enable them to meet varsity level competition. For that reason, the athletic program is developed along two lines, intercollegiate and intramural.

**Intercollegiate Athletics**—Opportunity is provided for all men of the college to participate in soccer, cross country, basketball, wrestling, baseball, track and field, golf, and tennis. Competition is drawn from colleges and universities whose level of performance approximates that of York College.

Freshmen teams are scheduled for collegiate competition in several of the same sports.

**Intramural**—The intramural program provides the opportunity for recreational and social contacts with other students and healthful exercise. Every student is given the opportunity to take part in some form of recreational activity as his free time and interest will permit. Skills will be developed in individual and team sports and competitive leagues will be formed for seasonal sports based on student interest.

For women there is an intramural program that provides opportunity to participate in field hockey, volleyball, basketball, softball, and bowling in the team sport category, or ping pong, archery, and tennis in individual sports. The modern dance club offers a chance for rhythmic and creative physical expression.

Men students enjoy competitive participation at the intramural level in touch football, volleyball, bowling, basketball, and softball, as team sports and tennis, ping pong, and wrestling as individual sports.

**CHI DELTA CHI (Literary Sorority)**—Chi Delta Chi aims to unite its members in the bonds of sincere and lasting friendships, to stimulate one another in the pursuit of knowledge, and to promote the moral and social culture of its members. Membership is open to all women at York College of Pennsylvania.

COLLEGE ORCHESTRA—open to students who qualify through audition. The orchestra performs at various campus functions during the year as well as with the Concert Choir on tour and at off-campus community affairs. College orchestra rehearses two hours per week throughout the year.

CONCERT CHOIR—The Concert Choir is a carefully selected group of approximately 40 singers who represent the College in choral concerts. This organization is open to students who pass the necessary auditions. It offers a wide variety of choral experience with emphasis on musicianship and vocal techniques. At least two public performances are scheduled on campus each year. A Spring Tour is one of the activities of the choir and participation is a requirement for membership. The Choir rehearses two hours per week throughout the year.

ECONOMICS CLUB—open to all students who have sophomore standing and have had at least six hours of economics. The club conducts informal dialogues with members of the community knowledgeable in economics and its practical application.

FOOTLIGHTERS (Dramatic Society)—This is a student organization whose purpose is to promote an appreciation of good drama and to offer students an opportunity to take part in worthwhile plays. One major production is offered each semester plus occasional television productions and oral readings. It is open to all students.

FUTURE SECRETARIES ASSOCIATION—This is a student organization whose purpose is to provide educational and social activities. It is sponsored by the York National Secretaries Association (international) Chapter. Membership is open to all secretarial majors.

GOVERNMENT CLUB—open to all students who are interested in and concerned about current national and international issues. Meetings are held regularly throughout the academic year. In presidential election years the club sponsors mock campaigns and elections.

LAMBDA SIGMA CHI (Social Sorority)—All women at York College shall be extended an invitation to join this sorority at the beginning of each semester. The purpose of Lambda Sigma Chi is to give service to the school and community and to develop close friendship among the women students on campus.

LITERARY SOCIETY—The Literature Club exists to further interest in literature and to discuss literary works; its membership is open to any student or faculty member. Among other activities, it sponsors lectures by literary figures, poetry readings, films, and programs in connection with National Library Week.

MADRIGAL SINGERS—open only to a small group of selected singers. Activities of the group include the study and performance of unusual choral music, Renaissance motifs, madrigals, carols, and works of contemporary composers. The group rehearses one hour per week throughout the year.

MU ETA KAPPA—Mu Eta Kappa is a men's social club. Its purpose is betterment of self, the college, and the community. Membership is open to all men at York College of Pennsylvania.

PHI DELTA PHI—Phi Delta Phi is a men's social club dedicated to the advancement of higher education, fraternity, benevolence, and character through brotherhood. All men are extended an invitation to join Phi Delta Phi.

PHLOGISTON SOCIETY (Chemistry Club)—The primary purpose of this organization is to instill in students an appreciation for current developments in chemistry and science and to further the study of chemistry in the community as well as on the campus. These purposes are carried out through a program of lectures by guest speakers, trips to industrial and government laboratories, and research projects conducted by students. These projects will be carried out with the cooperation of local industry. Any student majoring in a science is eligible for membership.

SOCIETY FOR THE ADVANCEMENT OF MANAGEMENT—The purpose of S.A.M. is to provide students with the opportunity to participate in the organizing, planning, directing, and controlling of the activities of an organization dedicated to the promotion and advancement of the art and science of management by bringing together executives in business and students preparing to go into business. Students of economics, business administration, engineering, and others with a sincere interest in the art and science of management may be considered for membership.

SOCIOLOGY SOCIETY—open to all students who are interested in sociology or social work. Meetings are held twice a month to discuss subjects of interest or to hear speakers on recent research activities. The group is

active in tutoring children in cooperation with the welfare agencies in the community.

**STUDENT EDUCATION ASSOCIATION**—This is an organization for students who plan to enter the teaching profession. Membership in the local chapter carries with it membership in the state and national organizations, the Pennsylvania State Education Association, and the National Education Association. The local chapter endeavors to develop in prospective teachers an appreciation of the professional aspects of their future career and to stimulate a desire to become participating members in the professional functions of their club, college, and community. Membership is open to education majors.

**STUDENT GOVERNMENT**—All full time students are voting members of the Student Association. The Student Senate is the executive and administrative agency of the Student Association.

The purposes of the Student Senate are: to form a representative, constructive, and responsible student government; to promote beneficial understanding among the students, the faculty, and the administration; to foster the recognition of the rights and responsibilities of the students to the College and to the community; and to serve the students in such a capacity as to further their interests and well being.

**THETA DELTA**—Theta Delta is an interfaith organization dedicated to the promotion of better understanding of all faiths. The organization seeks to aid out-of-town students in affiliating with churches of their own choosing. Membership is open to all students.

**WOMEN'S RECREATION ASSOCIATION**—The purpose of the W.R.A. is to coordinate all women's recreational activities at York College. Membership is open to all women.



# Admissions and Finances

## Admissions Policy 33

When and How to Apply / Academic Preparation

Admissions Procedures / Acceptance

Admission of Foreign Students / Admission to Summer Session

Admission of Transfer Students

Admission of Veterans / Continuing Adult Education

Readmission / Deferred Registration

## Expenses 39

Tuition / Fees / Special Fees / Comprehensive Fee for Dormitory Students

Payment of Deposits / Refund Policy / Student Insurance / Hospitalization

7

## Financing Your Education 43

Financial Policy / Scholarships / National Defense Student Loans

Federal Educational Opportunity Grants / Federal Work-Study Program

Higher Education Loan Plan / Tuition Plan / Bank Plan

Anna Weiser Croll Schellhamer Loan Fund / Gaston I. Sweitzer Book Fund

## **Admissions Policy**

It is the policy of York College of Pennsylvania to grant admission to applicants without regard to race, creed, color, or national origin. Any applicant who fulfills the basic admission requirements is given every possible consideration within the limits of our housing and classroom facilities.

The Committee on Admissions of York College of Pennsylvania endeavors to admit those students whose records indicate that they possess the qualities needed to achieve satisfactorily on the college level. They are seeking the student who sincerely wants to go to college, who is mature enough to understand the responsibilities, and who will work hard to achieve them.

Applicants for admission should be graduated from an approved secondary school or have earned a state equivalent diploma. Applicants should present records of academic achievement and ability to do college work along with letters of recommendation that will attest to their character and personal outlook.

## **When and How to Apply**

Applicants for admission should write to the Director of Admissions, Administration Building, York College of Pennsylvania, early in the senior year, preferably September or October, asking for an application for admission form and related papers. These forms must be completed in their entirety and according to the instructions printed thereon. The application fee of \$15.00 must accompany the application. This fee is non-refundable.

Applications must be submitted no later than March 31st by those who plan to live in college residences. York County applicants should submit applications for admission no later than August 1st in the year they wish to enter. The Admissions Office will notify applicants of their status by April 15th or shortly thereafter. York County students will be notified of their acceptance as soon as all data for evaluation has been presented.

## **Academic Preparation**

As a general rule, the applicant's high school program should include fifteen units of study distributed as follows: three in English; two in Social Sciences; two in Mathematics, including Algebra I and II; four in Laboratory Sciences and/or Languages; and the remaining four may be in other areas

of study. The applicant should rank in the upper three-fifths of his graduating class if he is a baccalaureate degree candidate.

### **Admissions Procedures**

Students seeking admission to York College of Pennsylvania should follow these recommended procedures:

1. Submit a transcript of high school grades.

(Note: For students whose rank is in the lower half of their class, the transcript should be retained until the grades for the first semester of the Senior year can be included.)

2. A recommendation from the high school principal or his representative certifying that the applicant is capable of doing college level work. (This recommendation may appear on the transcript which is sent to the College, or it may be sent as a separate letter.)

3. Make arrangements with the high school counselor to take the Scholastic Aptitude Test of the College Entrance Examination Board in December or January of the senior year. Information about the examination may be obtained from the high school counselor's office or by writing directly to the College Entrance Examination Board, Box 592, Princeton, New Jersey 08540.

4. A personal interview with the admissions director may be required for clarification. Interviews need to be scheduled in advance when they are requested or required. (All applicants are encouraged to visit the campus at their convenience to see the facilities available. Weekdays are preferable for a tour.)

5. A health history and a report of a physical examination must be submitted prior to formal registration for classes. Forms are supplied by the College.

6. A deposit of \$100 is required for all students residing in facilities supervised by the College. A deposit of \$50 is required of all other students to reserve a place in the entering class. The deposit should be paid within 15 days after the acceptance notice is received. The deposit is non-refundable but is applicable to the student's second semester costs.

7. Applicants who do not register during the academic year for which they have been accepted must re-apply according to the foregoing, if they decide to enter the College.
8. Evening session students who are working for a degree must meet all entrance requirements by the time they have completed 12 semester hours of work.

### **Acceptance**

**EARLY DECISION**—York College employs an early decision plan which enables well qualified applicants to complete college plans early in the senior year. The applicant's academic record must be completed through the junior year and the required College Entrance Examination Board test taken in March, May, or July prior to the senior year. Under this plan, applicants who rank in the upper half of their class will be notified as soon as all credentials have been received and evaluated.

**NOTIFICATION**—Committee action, except for early decision, occurs primarily in February, March, and April. Applicants are notified as soon as all credentials have been received and evaluated, usually by April 15 or shortly thereafter. All acceptances are granted conditional to the College being notified by the secondary school of satisfactory completion of high school and the return of the health form sent with the acceptance letter.

**CANDIDATE'S REPLY DATE**—Applicants are asked to signify their intent to accept admission within 15 days of the date of the letter granting admission.

**ACCEPTANCE DEPOSIT**—A deposit of \$100.00 is required of all freshman or transfer applicants requiring housing; a deposit of \$50.00 of applicants who will be commuting. The deposit is required within 15 days of the date of the acceptance letter and is not refundable should the candidate withdraw prior to registration. This deposit reserves a place in the entering class. It is applied to the second semester tuition cost.

**HOUSING**—All resident students live in college dormitories or in college approved housing. Meals are served in the College dining room. Housing contracts are sent with the acceptance letter and should be returned along with the \$100.00 deposit within 15 days of the date of the acceptance letter. The Director of Housing is responsible for the assignment of rooms to accepted students by August.

**ORIENTATION AND REGISTRATION**—Orientation is planned to acquaint entering students with faculty, fellow students, the educational program and traditions of the College. (See the College Calendar for the orientation and registration dates.)

**AUTOMOBILES**—Commuting students are qualified to receive an identifying sticker entitling them to on-campus parking. First semester freshmen may not have cars. Second semester freshmen and upper classmen may have cars subject to maintaining the required cumulative average:

1. Sophomore students (28 credits or more toward graduation) must have a 2.5 cumulative grade point ratio.
2. Second semester freshmen must have a 2.7 cumulative grade point ratio.
3. All students must have an approved off-campus, off-street parking place.
4. All students must register their motor vehicles with the Dean of Student Affairs on forms provided by his office.

### **Admission of Foreign Students**

York College welcomes applications from foreign students. In addition to fulfilling the requirements stated under Admissions Procedures, foreign students must submit satisfactory scores from the Test of English as a Foreign Language (applicants whose native language is English are excepted) administered by the Educational Testing Service, P. O. Box 592, Princeton, New Jersey, 08540, U.S.A. When possible, interviews will be arranged for in the applicant's homeland. It is advantageous for foreign students to make application for admission and the required testing well in advance to allow for evaluation of credentials and to arrange for travel.

### **Admission to Summer Session**

The summer session at York College of Pennsylvania offers the student the opportunity of accelerating his course, of enriching his program by taking additional subjects, or for making up work failed in previous semesters. Admission is open to York College of Pennsylvania students, as well as students of other colleges who have their Dean's approval, and to a limited number of special students and auditors. Students from other colleges

should write to the Director of the Summer Session asking for an application form. When this is completed, including the Dean's approval, it should be returned to the Director of the Summer Session. Others who wish to take courses during the summer session at York College of Pennsylvania, prior to their entrance as full-time students, should complete the long form which will be supplied them by the Admissions Office.

A summer school bulletin giving complete information as to the courses, credits, dates, and fees is available for distribution shortly after March 1. It may be obtained from the Director of the Summer Session.

#### **Admission of Transfer Students**

Students who are transferring from other institutions offering college level work must:

1. Submit an application form and the \$15.00 application fee. This fee is non-refundable.
2. Furnish a transcript of college work previously taken. An official transcript of all previous work is required whether a student has earned transfer credit or not, or whether a student wants transfer credit or not. Credit may be given for transfer courses in which the applicant has earned "C" or higher. If the student is in academic difficulty, he is not eligible to apply until one semester has passed.



3. Have an interview with the director of admissions.
4. Submit a letter from the academic dean of the college from which the student is withdrawing. This letter of recommendation needs to clarify the conditions required for the student to be eligible to re-apply there. Such a letter is required to complete the student record even though he may not plan to re-apply to his former college.

Students seeking to transfer after an unsuccessful experience at another institution should have passed at least 60% of the courses taken elsewhere. Students who have been unsuccessful at two colleges are not eligible for admission.

### **Admission of Veterans**

Students training under one of the Public Laws should apply at their local Veterans Administration office for educational benefits prior to their registration in College. They should bring with them for registration purposes their original or supplemental letter of eligibility.

### **Continuing Adult Education**

Recent high school graduates and other members of the community who do not wish to pursue two-year Associate Degree programs or four-year Baccalaureate Degree programs are urged to inquire about the Continuing Adult Education courses offered by the College. As a general rule, these courses are non-credit and embrace a wide range of human interests and skills. The purpose of these courses is to contribute to the growing cultural, industrial, and business needs of the area served by the College. The courses may be used to update skills, provide enrichment, and serve as an avenue through which youth and adults may engage in further study. Those interested in Continuing Adult Education are asked to call or write the Director of Evening and Summer Sessions for further information.

### **Readmission**

Any student who has not been enrolled for one semester or more must obtain and file a readmission application with the Admissions Office and be formally readmitted to the College.

### Deferred Registration

Normally any applicant who has been admitted and fails to register during the academic year for which he has been admitted must initiate the application procedure anew if he desires admittance at a later date. However, in the case of accepted applicants whose failure to register is due to induction into the armed services, deferment of registration may be made at the request of the student. Applications which have been deferred must be re-activated for the next academic year following the applicant's separation from the service unless such separation should take place after August 1. In this case the re-activation may be postponed until the following academic year. The tuition deposit, if it has been paid prior to the student's request for deferment, will be applied to the tuition for the first semester of the student's attendance.

### Expenses

Tuition and fees are payable prior to or at the beginning of each semester during formal registration. No student may enter classes until payment has been made or arrangements have been made for them to be paid. Registration is permitted during the first two weeks of each semester, but no reduction in tuition or fees is allowed for late registration.

The College reserves the right to change fees and charges without notice.

### Tuition

#### Full time students—

15 credits (per semester)	\$375.00
beyond 15 credits (each additional credit)	25.00

#### Part time students—

per credit hour (each)	25.00
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#### Auditors—

1 and 2 credit courses (per semester)	5.00
3 credit course (per semester)	10.00
4 credit course (per semester)	15.00
5 credit course (per semester)	20.00

**Fees**

Application Fee (new students only)	\$15.00
Valid only if the student registers during the academic year for which he has been accepted. Applicable only to work taken within 5 years after matriculation. Students wishing to continue to take courses beyond this period must re-apply.	
General Fee—12 credits or more (per semester)	\$40.00
Entitles student to the HORIZON, YORKER, campus parking for commuters, Student Accident Insurance, College Health Service, free admission to home basketball games, concerts and lectures, and most dances sponsored by the Student Association.	
General Fee—11 credits or less (per semester)	\$5.00
Entitles student to the YORKER, campus parking for commuters, free admission to home basketball games, concerts and lectures, and the use of the Student Center.	

**Special Fees**

Late registration fee	\$ 5.00
Make-up examination	5.00
Change of program (each change)	5.00
Reading laboratory (per semester)	10.00
Science laboratory (per subject) (per semester)	10.00
Business machine laboratory (per semester)	10.00
Accounting laboratory (per semester)	10.00
Language laboratory (per semester)	10.00
Computer laboratory (per semester)	10.00
Sculpture laboratory (per semester)	10.00
Applied Music (piano, organ, instrumental, vocal) (per semester)	60.00
Degree Fee (required of all students as follows)	10.00
For students matriculated in the baccalaureate program, this fee is due and payable immediately following the semester during which the student accumulates 105 credits toward graduation. For part-time students, it is due and payable following the semester during which 114 credits have been accumulated.	

For students matriculated in associate degree programs, this fee is due and payable immediately following the semester during which the student accumulates 45 credits toward graduation either from York College or as a transfer student from another institution. For part-time students, it is due and payable immediately following the semester during which the student accumulates 54 credits toward graduation.

**Comprehensive Fee for Dormitory Students per year\*** \$1,848.00

Payable as follows:

Room deposit at time of acceptance	100.00
September registration	924.00
Spring registration	824.00

This fee covers tuition for an academic program of 30 credits, general and registration fees, room, board, bed and bath linen. It does not cover special fees such as late registration, laboratory, make-up examination, and degree fees.

\*There are a few single rooms in the men's dormitory which cost \$100.00 more per year.

### **Payment of Deposits**

Deposit to reserve a place in class is due and payable when billed by the Business Office. This deposit is applicable toward the second semester tuition.

Commuter students	\$ 50.00
Dormitory students	100.00

### **Refund Policy**

No refund is given a student who drops a course unless his credits total more than 16, and then only with the authorization of the Dean of Student Affairs.

If a dormitory student withdraws from college, the unused portion of his meal charge will be refunded.

Students who withdraw from College will be subject to the following refund policy:

	% of tuition refunded
During the first or second week	80
During the third week	60
During the fourth week	40
During the fifth week	20
Over five weeks	0
Without officially notifying the Records Office	0
Suspension or expulsion	0
Illness or other absence	0

### Student Insurance

The College provides insurance coverage for students during the nine month academic year for accidents occurring on college grounds or while the student is participating in college-sponsored activities away from the campus. Reimbursement of \$1,000 for each accident will be made covering x-rays, hospital bills, nursing services, physician and surgeon fees, laboratory costs, drugs and medicine, and other medical expenses that arise as a result of the accident. Reimbursement for injury to natural teeth is limited to \$200.00. The policy includes blanket coverage in that all bills are paid regardless of individual amounts.

Students may secure, on a voluntary basis, an insurance policy covering hospitalization and medical expenses as an in-patient at a cost of \$23.00 for a twelve-month period. This policy covers both sickness and accident on a 24-hour per day basis.

The Plan covers the following benefits:

#### Hospitalization (only)

Semi-private room	30 days
Hospital Miscellaneous Expense (Inpatient)	Paid in full
Outpatient Accident	\$10.00
Inpatient or Outpatient Surgery	\$200.00 Schedule
Physicians Fees—in Hospital	\$4.00 per visit
per day beginning with first visit while hospitalized and no payment is made under the surgical schedule.	
Consultant Fees	\$10.00
Radiation Treatment (In or out of hospital)	up to \$100.00

## Financing Your Education

### Financial Policy

When a student signs the application blank, he binds himself to the rules and regulations of the college. The institution reserves the right to exclude at any time any student whose conduct or academic standing is unsatisfactory.

No student will be permitted to take his final examinations, receive his credits, or be honorably dismissed until all his financial obligations have been met.

There are numerous sources of funds upon which students may draw to finance their education. Some of these are donated by the College and others accrue to the students by virtue of Federal Government support of higher education in the form of loans, scholarships, and grants-in-aid. Every effort is being made by the College to keep tuition and fees at a low level since this in itself is a form of scholarship aid to all entering students.

York College is a member of the College Scholarship Service of the College Board. Each aid applicant must supply a Parents' Confidential Statement submitted through the College Scholarship Service.

Inquiries concerning scholarships and financial aid should be directed to:

Financial Aid Officer  
York College of Pennsylvania  
Country Club Road  
York, Pennsylvania 17405.



## Scholarships

Through its general funds, scholastic endowments, annual gifts, and loan funds, the College is able to offer scholarships on the basis of scholastic achievement and real financial need.

To qualify for consideration, an applicant must:

Be enrolled or accepted for enrollment as a full-time student. (York students need a 3.0 cumulative average for consideration.)

File a completed application for financial aid, supported by three letters of recommendation.

Have paid his reservation deposit.

Application Date: February 15.

Announcement of Recipients: The Scholarship Committee meets at the end of the spring semester. Each applicant will be notified of the action on his application at the earliest possible date.

**YORK COUNTY ACADEMY SCHOLARSHIPS.** Seven scholarships, one year, full tuition, for men or women of York County. Renewable.

**ANONYMOUS SCHOLARSHIPS.** Two one-half tuition scholarships awarded each year to men or women.

**THE COLEMAN SCHOLARSHIP FUND.** \$150.00 per year, granted to young men desiring to prepare themselves for the gospel ministry.

**SERTOMA CLUB OF YORK SCHOLARSHIP.** One scholarship of \$600.00 per year for men or women.

**YORK COLLEGE OF PENNSYLVANIA & ENDOWMENT FUND.** One-half tuition scholarship granted each year, male or female.

**LOCAL 4407, UNITED STEELWORKERS OF AMERICA GRANT.** Two awards of \$650.00 each for a freshman and a sophomore son or daughter of a member of a local union.

**YORK COUNTY AGRICULTURAL SOCIETY SCHOLARSHIPS.** Eight \$200.00 scholarships to male or female residents of York County; four to freshmen and four to sophomores.

**YORK CITY COUNCIL OF PARENT TEACHERS ASSOCIATIONS JUNIOR COLLEGE SCHOLARSHIP.** One scholarship of variable amount that approximates \$180.00 granted to a current male or female graduate of William Penn Senior High School.

WOMEN'S CLUB OF YORK SCHOLARSHIP. \$100.00 annual scholarship for a male or female resident of York County.

THE J. KENNETH STALLMAN FOUNDATION SCHOLARSHIP. Annual award of \$750.00 for a son or daughter of an employee of Vend, Inc. If there are no such applicants, the award will be made to a male or female resident of York County.

YORK HOSPITAL SCHOLARSHIPS IN MEDICAL TECHNOLOGY. Two \$375.00 scholarships annually to students who plan to major in medical technology. York County applicants are given first consideration.

MR. AND MRS. SAMUEL L. LEBOVITZ SCHOLARSHIP. A \$300.00 scholarship for a male or female resident of York.

THE LEE JAVITCH FAMILY SCHOLARSHIP. A \$300.00 scholarship for a male or female resident of the Harrisburg, Pa. area.

THE HERBERT C. LEBOVITZ FAMILY SCHOLARSHIP. A \$300.00 scholarship to be awarded to a male or female resident of the Allentown, Pa. area.

THE YORK COLLEGE OF PENNSYLVANIA FACULTY SCHOLARSHIP. A half-tuition scholarship, awarded to a student upon completion of one year at the College.

YORK COLLEGE OF PENNSYLVANIA SCHOLARSHIPS. Awarded to male or female students who have attained a high secondary school average and will enter York for their Freshman year; and awarded to York students who have maintained a cumulative average of 3.0 while in attendance at the College. The York Scholarships are also based on financial need and include awards of half-tuition or full tuition.

THE HELEN M. McNITT SCHOLARSHIP. Given by the Board of Trustees in recognition of Miss McNitt's long service to the college and her interest in young people. The scholarship will be awarded to the male or female student who has attained a high secondary school average and will enter the college as a freshman. It may also be awarded to York College students who have maintained a cumulative average of 3.0. This scholarship is based on financial need. Full tuition.

#### National Defense Student Loans

An undergraduate student may borrow up to \$1,000 each academic year to a total of \$5,000. The repayment period and the interest do not begin until

nine months after the student ends his studies. The loans bear interest at the rate of three per cent per year and repayment of principal may be extended over a ten-year period, except that the institution may require a repayment of no less than \$15.00 per month.

If a borrower becomes a full-time teacher in an elementary or secondary school or in an institution of higher education, as much as half of the loan may be forgiven at the rate of ten per cent for each year of teaching service. York College of Pennsylvania approves, makes, and collects the loans. Repayment is deferred up to three years while the borrower is serving in the Armed Forces, with the Peace Corps, or as a Volunteer in Service to America (VISTA.) Repayment is deferred for as long as a borrower is enrolled at an institution of higher education and is carrying at least a half-time academic work load.

### **Federal Educational Opportunity Grants**

York College of Pennsylvania awards Federal Educational Opportunity Grants to a limited number of students with exceptional financial need who require these grants to attend college. This program was authorized by the Higher Education Act of 1965 and began its first year of operation in the fall of 1966.

The amount of financial assistance a student may receive depends on his need, taking into account his financial resources, those of his parents, and the cost of attending the college of his choice. Grants range from \$200 to \$800 a year. As an academic incentive to students, an additional award of \$200 may be given to those students who were in the upper-half of their college class during the preceding academic year.

Providing a student qualifies for an Educational Opportunity Grant, the amount of this grant must be matched by either an independent scholarship of a like amount or a National Defense Student Loan of a like amount.

### **Federal Work-Study Program**

This program was established by the Economic Opportunity Act of 1964 and was transferred to the United States Office of Education by the Higher Education Act of 1965.

Under the Work-Study Program, full time students are assigned to a department head on the college campus at York College of Pennsylvania for

the full academic year. Students work for ten hours each week and may earn a maximum of \$225.00 per semester.

Work-Study has been of particular interest to many students and has become one of the most attractive ways to help in the payment of college expenses. If the assignment to a Work-Study Program should not sufficiently meet the financial needs of a student to attend York College of Pennsylvania, a "package of aid" (consisting of a combination of work, loan or scholarship) might be awarded in order not to place an undue hardship upon the student or his family.

#### **Higher Education Loan Plan (Residents of Pennsylvania)**

The Higher Education Assistance Agency was created by the Act of August 7, 1963, P. L. 549, for the purpose of improving the opportunities for higher education of residents of Pennsylvania who are attending approved institutions of higher education in Pennsylvania or elsewhere in the United States.

The maximum loan is \$1,000 per academic year, with the total maximum per student being \$5,000. The student borrower is responsible for any loan he receives, and he will be required to pay 5% simple interest charge on a quarterly basis as long as he is enrolled as an eligible borrower. No principal payment will be due until six months following the date the student completes his course of study or six months following the date of withdrawal from the institution in which the student was enrolled. Payments may be extended over a five-year period. Any student who wishes to apply for an Agency guaranteed loan may do so by making application at a participating bank in Pennsylvania. The Higher Education Assistance Agency does not make loans. It guarantees the loans made by banks from their own funds.

#### **Higher Education Loan Plan (Other States)**

Many other States offer the Higher Education Loan Plan. Loans are granted to students who are residents of a State but who might be attending college in another State. Interested students should contact the office of The Higher Education Assistance Agency in their own State.

### Tuition Plan

Arrangements have been made with The Tuition Plan, Inc., New York City, to finance student education under the budget plan whenever financing is needed. The Tuition Plan is a convenient way to pay tuition and other academic fees out of regular earnings on a monthly basis. This plan may be set up on a variety of payment schedules. Life insurance is furnished on plans in excess of one year and the parent or legal guardian must sign the agreement.

Further information regarding The Tuition Plan may be obtained from the business office.





### **Bank Plan**

Arrangements may be made with the National Bank & Trust Co., York, Pa., also York Bank & Trust Co., for an insured tuition loan which permits monthly payments. Under this plan, tuition and academic fees may be paid in four equal installments during the semester.

Further information and application for a bank loan may be secured from the business office.

### **Anna Weiser Croll Schellhamer Loan Fund**

This loan was established by Dr. William H. Schellhamer, 1909 graduate of York County Academy, in memory of his wife. It is available to sophomore residents of York or York County, without regard to creed or sex. Recipients will be selected on the basis of character, need, and ability to profit by further college training. In order to protect the fund, the borrower must furnish an insurance policy for the amount of loan, payable to the Loan Fund. Loans are payable within 10 years, without interest.

### **Gaston I. Sweitzer Book Fund**

The Gaston I. Sweitzer Book Fund was established by Mrs. Sweitzer and is designed to assist needy students in the purchase of their textbooks. Interested students should make application for resources from this fund, up to a maximum of \$50.00 for any academic year. Please direct your inquiries to the office of the Business Manager of the College.

Mr. Sweitzer was a member of the graduating class of York Collegiate Institute, a forerunner of York Junior College, which was a forerunner of York College of Pennsylvania. He was graduated in the class of 1907. His memory is being perpetuated through the establishment of this fund.

# Academic Policies

## **General Requirements 51**

Attendance Regulations / Change in Major / Convocations

Course Repeated / Dress Regulations / Evening Classes / Examinations

## **Registration and Scheduling 52**

Academic Counseling / Adding and Dropping a Course

Advanced Placement and Credit by Examination / Independent Study

Late Registration / Normal Credit Load / Registration / Summer School Load

## **Grades and Grading 57**

Absence from Examinations / Academic Standards Committee / Auditors

Credits from other Colleges / Honors List / Grading System

The Quality Point System / Incomplete Work / Probation and Suspension

Reinstatement / Honorary Organizations / Student Recognition Awards

Notice of Unsatisfactory Work / Withdrawal from College

## **General Requirements**

### **Attendance Regulations**

Students are required to attend each class session in courses for which they are enrolled. Some absences may be unavoidable but they must not exceed the total number of scheduled class meetings per week. For example, if a class meets three times each week, the student must not have a total of more than three absences during the semester. Laboratory or quiz sessions are counted as one class meeting. If absences exceed the allowable number, the student will be dropped immediately from class and a notice will be sent to the Dean of Academic Affairs. Students can only be readmitted to class with his approval.

### **Change in Major**

Students wishing to change their major must fill out a Change of Curriculum form which is available in the records office. This form must be approved by the Division Chairmen involved as well as the Dean of Student Affairs.

### **Convocations**

Students are required to attend 75 per cent of the Convocations scheduled each semester. Attendance will be taken and those who do not maintain the required attendance will receive an "F" on their Permanent Record.

### **Courses Repeated**

Whenever a student repeats a course, his original grade, as well as the repeat grade earned, will be averaged together in computing his grade point average. However, only the credits earned in the repeat course will be considered as applying to the graduation requirements.

### **Dress Regulations**

York College of Pennsylvania is a co-educational college located in a residential area in the center of this community. It is neither a men's nor a women's college remote from the center of things. Appearance and conduct on campus, in classrooms, and in social groups must necessarily be more conventional.

Students are expected to dress and conduct themselves in a manner that is considered proper whenever they are on campus. The appearance and conduct of the student body of York College of Pennsylvania, for the most part, reflects credit upon the College. Let us continue to keep it that way. Those whose standards of dress and conduct are unbecoming will be asked to leave the College.

### **Evening Classes**

Courses are scheduled in the evening session for members of the Community who find it impossible to attend college on a full-time basis. Courses given in the evening session are similar in content and coverage to those given in the day session and carry the same credits. In addition, there are a number of non-credit courses offered for training or enrichment in specific subject areas. As a rule, evening session students enroll for a maximum of two courses.

A student may complete the entire requirements for both the Associate and Bachelor's Degree by attendance in the evening.

Guidance and counseling services are available to evening students. Those interested should make an appointment with the Director of the Evening Session.

### **Examinations**

Examinations are held at the middle and the end of each semester, with frequent tests at other times. The end of semester examinations are two hours in length and are generally designed to cover all of the material discussed in the courses. Students are expected to have completed all of the examinations offered in the course before credit can be received.

### **Registration and Scheduling**

#### **Academic Counseling**

Through the Division system, faculty members are called upon to give academic counseling to those students who require it at any time during the academic year, but especially prior to registration periods. This is part of the advisory system developed by the Division of Student Affairs. In addition to the academic advisors, there is a full complement of counselors trained in student affairs work who will be able to assist the student in

solving his academic problems as well as those problems that may be economic or social in nature. All students are urged to become acquainted with the Student Affairs Division and to visit the counselors whenever they are in need of help.

### **Adding and Dropping a Course**

If a student wishes to add a course beyond the normal load, he must have the permission of his Department or Division head and the Dean of Academic Affairs. The actual change is made through the Registrar of the college, whose office is located in the East Wing of the Administration Building, lower level.

A student who wishes to drop a course should report to one of the counselors in the Student Affairs Division, who will offer advice and counseling on the wisdom of the student's decision and see that appropriate procedures are followed.

### **Advanced Placement and Credit by Examination**

Advanced placement may be granted to entering freshman students who perform satisfactorily on the College Board Advanced Placement Examination, the Achievement Test of the College Entrance Examination Board, or other proficiency tests as may be allowed by the Dean of Academic Affairs of the College and the Chairman of the department in which Advanced Placement is sought. Likewise, any student who has matriculated and by virtue of previous experience, training, and background believes that he has sufficient knowledge to pass a course by examination shall, upon petition to the appropriate Department Chairman or Dean of Instruction, be given an appropriate examination for the course desired.

The following regulations apply to students seeking the privilege of Credit by Examination:

1. All applications for examination should be made in writing to the registrar.
2. A student may challenge a course only once.
3. A student may not challenge a course after he has been officially registered in that course.
4. A student may not challenge a course which he had previously audited.

5. A student may not challenge any course required for graduation during the last semester.
6. Credit earned in the program of Credit by Examination, "C" level work or better, shall be recorded with a grade of "P", which is not figured in the student's index.
7. The maximum number of credits which any one person may earn by Credit by Examination and/or Advanced Placement is 30.
8. The student must pay all charges for the examination for Credit by Examination prior to taking the examination. The charge shall be the current cost per credit hour for the number of hours which the course carries.
9. If the student fails to pass the Examination with a grade of "C" or better, he shall receive no refund.
10. Examinations shall be prepared at the direction of the Dean of Academic Affairs in conjunction with the Department Chairman or appropriate instructor or instructors.

The following regulations apply to students who earn Advanced Placement:

1. The Department head or the student may initiate procedures resulting in advanced standing for a course.
2. Scores of 3, 4, or 5 shall have been earned on the College Board Advanced Placement Examination.
3. The maximum number of credits which any one person may earn by Advanced Placement and/or Credit by Examination is 30.
4. Courses for which exemption has been granted by virtue of Advanced Placement will be noted on the permanent record and will represent a waiver of a specific course requirement.
5. Advanced Placement will not affect the total credits necessary for graduation nor will they be included in the cumulative grade point average.
6. The Department Head and the Dean of Academic Affairs will determine what is a satisfactory score on performance tests used by the College other than the College Board Advanced Placement Examination or Achievement Tests of the College Entrance Examination Board.

### **Independent Study**

The Department Chairman, with the approval of the Dean of Academic Affairs, shall have the right to place a student on an independent study program when it is appropriate to do so and shall approve the program of study arranged between the instructor and student.

The student may be a matriculated or part-time student. If a part-time student, he would have to meet admission requirements upon completing twelve (12) credit hours.

The student must pay all charges for the course prior to starting the course.

The charges shall be the cost per credit hour currently in effect for the particular course, plus the registration fee and general fee.

The grade earned shall be duly entered on the permanent record along with the appropriate quality points and shall count toward graduation.

The maximum number of credit hours which any one person may earn by independent study shall be thirty (30) credit hours.

### **Late Registration**

Late Registration is permitted for day session classes up to two weeks following the beginning of classes. No student may enter after this period of



time has elapsed and receive credit for the course. The full tuition charge is made even though the student enters late and a late registration fee is also charged.

### **Normal Credit Load**

The normal credit load for each semester is fifteen (15 hours) and Physical Education. Students who show exceptional promise may be permitted to take one additional course at the discretion of the student's advisor or Department Chairman.

### **Registration**

All students will be notified when to come to the college to register for their classes. This is usually a two-day period immediately preceding the beginning of classes and represents a time when students will pick up their class cards, pay their necessary fees, purchase textbooks, and prepare to attend formal classes.

The registration period is not a time for guidance and counseling in depth. Students are urged to see their major advisor or counselors in the Student Affairs Division during the semester or summer prior to the registration period to work out their programs of study so as to insure that graduation requirements will be met and that they are making normal progress toward their degrees.

Evening Session registration is held according to a schedule developed by the Dean of Academic Affairs. At that time, the student may select his course with competent assistance by the faculty advisors and the counselors from the Student Affairs Division. No student studying in the Evening Session is allowed to take more than two courses.

### **Summer School Load**

Students who wish to attend Summer Session whether to make up work or to enrich their program of studies will generally take a maximum of six credit hours for each six-week session. Under special conditions, a student may be allowed to take a maximum of eight credits in any one six week session, depending upon his academic competence and on the advice of his advisor or the Director of Summer Sessions.

## **Grades and Grading**

### **Absence from Examinations**

Students are not allowed to omit final examinations. Students are expected to have completed all of the examinations offered in the course. A fee of \$5.00 is charged for each examination to make up grades if Incomplete and for examinations given outside the final examination schedule.

If a student misses an examination, it is his responsibility to contact his instructor to make arrangements for the make-up.

### **Academic Standards Committee**

The Academic Standards Committee of the College is responsible for making recommendations regarding matters of an academic nature, including criteria for admission, probation and suspension of students, and a review of cases which cannot be properly handled by fixed rules. The committee may make recommendations concerning disciplinary action when academic matters are involved, if requested to do so by the Dean of Academic Affairs.

### **Auditors**

Students or members of the community who wish to audit a class will be accommodated after full-time students have enrolled for the various classes by paying a nominal fee, as shown in the Tuition and Fees section. The regulations affecting auditors are these: no attendance is taken; no assignments are made or papers corrected; no examinations are taken; and no credits are given.

### **Credits From Other Colleges**

Students who wish to apply credits toward graduation from other colleges should have a transcript from their institutions sent to the Director of Admissions at the earliest convenience. This must be done before the student will be admitted.

It is a matter of policy that only those subjects carrying grades of "C" or better will be accepted for transfer and then only if the College has a course comparable to the one being submitted.



### Honors List

At the end of each semester, the Dean of Academic Affairs will publish a list of students carrying at least fifteen academic credit hours exclusive of Physical Education whose semester grades average 3.5 or better.

Students who achieve an average of 3.9 for their entire college course may be awarded Summa Cum Laude at graduation; students who have achieved an average of 3.2, Cum Laude. The final determination as to whether the awards will be made to the students will depend upon the student's total record.

### Grading System

The grading system at York College of Pennsylvania has a range of 4.0 to 0 grouped as follows:

Grade	Description
4	Excellent
3	Good
2	Average
1	Passing (minimum)
0	Failing Course
I	Incomplete (Must be made up within two calendar months, or student receives grade of "F")
WP	Withdrew Passing
WF	Withdrew Failing: Averaged as Grade 0

### The Quality Point System

The academic average of each student is determined by assigning numerical values to the letter marks and weighting according to the number of class hours. The grade point average is computed by multiplying the hours of credits in a course by the points for all courses completed and dividing the total number of points by the total number of credit hours completed.

Example: A student carrying 15 credit hours and receiving for his first term's work the following grades would have a quality point average of 2.0. The third subject (F grade) would have to be repeated to get credit for that subject.

	Credits	Grade	Q. P.
1st subject	3	x 1	= 3
2nd subject	3	x 4	= 12
3rd subject	3	x 0	= 0
4th subject	3	x 2	= 6
5th subject	3	x 3	= 9
	15		30
Quality Point Average	30	÷ 15 =	2.0

### Incomplete Work

Students who have not completed the course requirements by the end of the semester regardless of the reason will receive a grade of Incomplete. This work must be made up within two calendar months from the time the incomplete grade was given or the student will automatically receive a grade of "F".

### Probation and Suspension

A first semester student (12-23 hours carried) whose cumulative average is below 1.6 will be placed on academic probation.

A second semester student (24-35 hours carried) whose cumulative average is below 1.7 will be placed on probation or suspended if previously on probation.

A third semester student (36-47 hours carried) whose cumulative average is below 1.85 will be placed on probation or suspended if previously on probation.

A fourth semester student (48 or more hours carried) will be placed on probation if he fails to attain a cumulative average of 2.00 or suspended if previously on probation.

Any student whose cumulative average falls below 1.2 during the first four semesters as defined above will be suspended.

A student with junior standing (60 or more hours completed) will be placed on probation at any time his cumulative average drops below 2.00 and will be subject to suspension if it reaches 1.85 or less.

### **Reinstatement**

If, after an absence of one semester, a student desires reinstatement and believes he can achieve satisfactory standards if given another chance, he must submit an application for readmission to the Admissions Office. His case will then be presented to the Academic Standards Committee whose decision will be given to the Admissions Office. The Admissions Office will, in turn, advise the student as to whether or not his application is approved. If readmitted, he must comply with terms stipulated by the committee and achieve a minimum quality point average of 2.00 for the following semester.

Students who apply for admission to York College of Pennsylvania after being dismissed or placed on probation by other colleges are subject to the regulations listed above.

### **Honorary Organizations**

The following organizations honor students for their academic performance:

PHI THETA KAPPA (Kappa Pi Chapter)—This is the national junior college honorary scholastic fraternity. The purpose of Phi Theta Kappa is to foster a spirit of devotion to study and to scholarly ideals. Membership invitations are extended to those students who have completed at least one semester of not less than fifteen semester hours, with a cumulative grade point index of at least 3.0, and who intend to complete two years of study at York College of Pennsylvania regardless of their future intentions, either to transfer or to continue on for the Baccalaureate Degree at York College of Pennsylvania.

SIGMA TAU SIGMA (National Social Science Society)—The purpose of Sigma Tau Sigma is to honor, to foster, and to stimulate promising fresh-

men and sophomores in the social sciences. Membership is extended by invitation to students who have completed not less than nine (9) semester hours of social science and who have maintained at least a 3.0 (B) in all social science courses and who have at least a 2.0 (C) in all subjects.

### **Student Recognition Awards**

The following organizations recognize the service rendered to the College by students through their extra-curricular activities:

STUDENT SENATE HONORS AWARDS—to increase student participation in extra-curricular activities, promote school spirit, and recognize outstanding service to the College, the Student Senate offers several honor awards each Spring. These are given to those students who have offered outstanding contributions to the various extra-curricular activities of York College of Pennsylvania. Selection of these students is made by a committee of students and faculty selected by the Student Senate.

HONOR SCOOP—The Honor Scoop is awarded to the York College of Pennsylvania student organization which contributes the most service to the College and community. A committee from the Student Senate meets with the Dean of Student Affairs to evaluate each organization's program.

### **Notice of Unsatisfactory Work**

Not later than the middle of the semester, each student who is doing unsatisfactory work in any course will receive a written notice to that effect and a copy will be sent to his parents. Unsatisfactory work is defined as that which would warrant a grade of less than "2". He must then report to his instructor and advisor for guidance which will help him improve his work.

### **Withdrawal from College**

To sever his connections with the college before the end of the semester, a student must apply for withdrawal in the office of the Dean of Student Affairs. A student who ceases attending classes without completing his formal withdrawal receives grades of "O" in all courses for which he is registered, and he remains responsible for any financial obligations for which he may have contracted.

When a student withdraws before the end of the term or is suspended or expelled, no refund will be made.

# **Programs of Study**

**The Baccalaureate Degree 65**

The Freshman Year / Graduation Requirements

**Baccalaureate Degree Programs 67**

Accounting / Business Management / Behavioral Sciences / English

History and Social Sciences / Medical Technology

**The Associate Degree 73**

**Associate Degree Programs 74**

Art / Biology / Chemistry

Elementary Education / Secondary Education / Engineering

Executive Secretary / Language

Marketing / Mathematics / Medical Secretary / Music / Philosophy

Physics / Police Administration / Political Science / Religion

### **Leading to the Baccalaureate Degree:**

Accounting	English
Behavioral Sciences	History and the Social Sciences
Business Management	Medical Technology

### **Leading to the Associate Degree:**

Art	Medical Secretary
Biology	Music
Chemistry	Philosophy
Education	Police Administration
Engineering	and Law Enforcement
Executive Secretary	Physics
Language	Political Science
Marketing	Religion
Mathematics	

The academic program at York College of Pennsylvania is organized for academic and administrative purposes into the following four divisions: Business Administration, Engineering and Science, Liberal Arts, and Continuing Adult Education.

The first three divisions comprise academic curricula in which the students may work toward a two-year Associate Degree or a four-year Baccalaureate Degree.

The Continuing Adult Education Division consists of specialized courses designed to prepare the student for his chosen career. They are also designed for those adults in the community who may wish to learn specialized skills for promotion in their field of work.

York Hospital School of Nursing students are also York College students for a portion of their educational programs.

Selected college credit courses from the Arts and Sciences curricula of York College are a part of the requirements of the diploma program of the York Hospital School of Nursing. Upon completion of this program, the graduate is eligible to write the licensing examination of the Pennsylvania State Board of Nurse Examiners and to become a Registered Professional Nurse.

Graduates of the York Hospital School of Nursing who wish to complete the requirements for a Baccalaureate degree in Nursing may offer these York College credits for transfer to the college or university of their choice.



All students accepted for admission to York College of Pennsylvania will take essentially the same courses during the first year with some electives during the sophomore, junior, and senior years, to be chosen after consultation with the Department Chairman. Students planning to pursue a Baccalaureate Degree should meet with their Department Chairman as soon as possible after entering college, but not later than the fourth semester in order to schedule courses for their major and also to select the appropriate electives.



**The Baccalaureate Degree**  
**Core Curriculum**

Distribution Requirements	Credits
<b>Language and Humanities</b>	
English Composition	6
Literature	6
Speech (either E204, E205, or E216)	3
Foreign Language or specialized courses in a non-American area study.	12
Passing a standardized test may fulfill any portion of the language requirement.	
Additional courses in Humanities to be distributed in at least two of the following:	
Art, Music, Philosophy, Religion.	9
	<hr/>
	36
<b>Behavioral and Social Sciences</b>	
History	6
Additional courses in Behavioral and Social Sciences to be distributed in at least two of the following:	
Economics, Education, Geography, Political Science, Psychology, Sociology.	12
	<hr/>
	18
<b>Natural Sciences and Mathematics</b>	
A Laboratory Science	6-8
Mathematics	6
	<hr/>
	12-14
<b>Physical Education (4 semesters)</b>	
<b>JUNIOR-SENIOR CONCENTRATION REQUIREMENTS</b>	
Credits required in Major area	24-36
Elective courses as approved by the major department	30-16
	<hr/>
<b>TOTAL CREDITS REQUIRED FOR BACHELOR'S DEGREE</b>	<b>120</b>

A minimum grade point average of 2.0 is required for graduation. The last 30 credits must be done in residence. A student must earn 2.0 or better in each course in his major.

### The Freshman Year

All students enrolled in York College of Pennsylvania, except those who are especially matriculated for an Associate Degree program, will take the same basic core of subjects during the freshman year. The subjects have been carefully chosen to provide the students with an educational background which will enable them to make satisfactory progress during their sophomore, junior, and senior years in their area of major concentration.

#### Courses Required of All Freshmen

Credits

English Composition	6
Language or Area Studies	6
Mathematics	6
History	6
Science	6 to 8

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Total credits      30 to 32

Note: Medical Technology students must take Biology rather than Language or Fine Arts.

#### Graduation Requirements—Baccalaureate Degree

Students who meet the following requirements for graduation will receive the Bachelor of Arts or the Bachelor of Science Degree, depending upon the curriculum completed:

1. Have successfully completed 120 semester hours (not including Physical Education credits). Not less than 30 of these must have been earned at York College of Pennsylvania, including the last full year.
2. Have completed the following:
  - a. Five semesters of English (two of which must be E101-E102 Freshman English).
  - b. Two semesters of Mathematics.
  - c. Two semesters of a Laboratory Science.
  - d. Three semesters of History.
  - e. One semester of Psychology and one semester of Sociology.
  - f. Twelve credits in Humanities or Social Science to be chosen from Art, Music, Philosophy, Religion, Economics, or Geography.

- g. Four semesters of a Foreign Language or Specialized Courses in Area Studies.
  - h. Four semesters of Physical Education.
  - i. The remaining credits will be selected by the student in his major area of study or as elective courses with the advice and consent of the Chairman of his Major department.
3. Have a cumulative quality point index of at least 2.00.
  4. Have a satisfactory record of behavior.

### Baccalaureate Degree Programs

#### DIVISION OF BUSINESS ADMINISTRATION

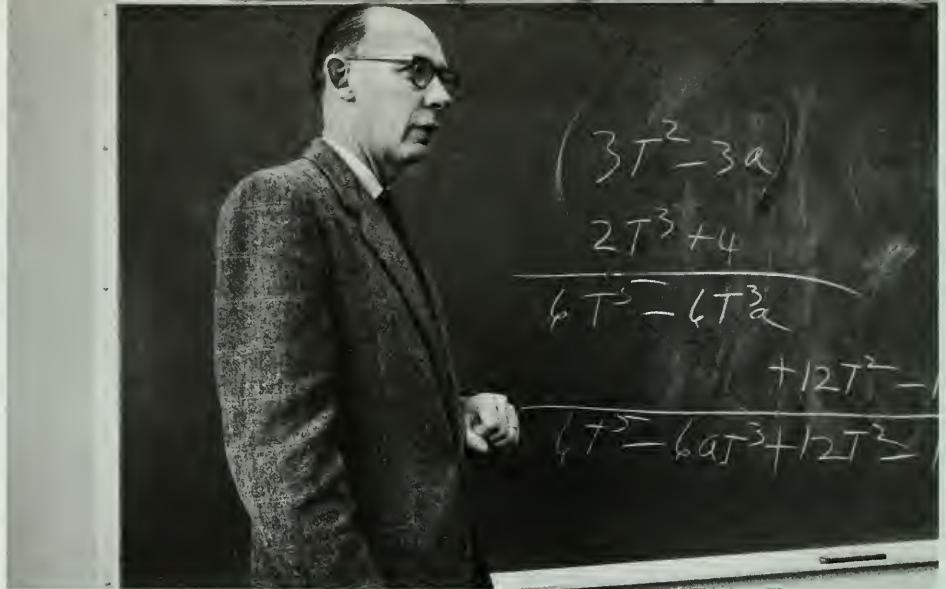
##### ACCOUNTING

###### Bachelor of Arts Degree

Freshman Year	Credits	Sophomore Year	Credits
English Composition	6	Elementary Accounting	6
Language or Intercultural Studies	6	Principles of Economics	6
Mathematics	6	Language or Intercultural Studies	6
History	6	Introduction to Bus. Mgt.	3
Science	6 to 8	Psychology & Sociology	6
Physical Education	2	Mathematics or Statistics	3
		Physical Education	2
	32 or 34		32

Junior Year	Credits	Senior Year	Credits
Literature	6	Advanced Accounting & CPA	
Business Law	6	Problems	3
Intermediate Accounting	6	Management Seminars	3
English, Communications and Report Writing	3	Speech	3
Business Electives	6	Liberal Arts Electives	6
Intro. to Data Processing	3	Accounting Electives	6
	30	Business Electives	9
			30

Note: The Freshman year History course or the general electives should include three hours of American History.



## BUSINESS MANAGEMENT

### Bachelor of Arts Degree

Freshman Year	Credits	Sophomore Year	Credits
English Composition	6	Elementary Accounting	6
Language or Intercultural Studies	6	Economics	6
Mathematics	6	Language or Intercultural Studies	6
History	6	Intro. to Bus. Mgt.	3
Science	6 or 8	Intro. to Data Processing	3
Physical Education	2	Mathematics or Statistics I	3
		Elective, free	3
		Physical Education	2
<hr/>		<hr/>	
	32 to 34		32
	<hr/>		<hr/>

Junior Year	Credits	Senior Year	Credits
Literature	6	Corporation Finance	3
Business Law	6	Labor Economics	3
Principles of Marketing	3	Operations Research	3
Psychology and Sociology	6	Management Seminars	3
Business Electives	6	Speech	3
English, Communications and		Business Electives	9
Report Writing	3	Liberal Arts Electives	6
	<hr/>		<hr/>
	30		30

Note: Three credits of American History should be taken during the Freshman Year or as an elective in later years.

## DIVISION OF LIBERAL ARTS

## BEHAVIORAL SCIENCES MAJOR

## Bachelor of Science Degree

Freshman Year	Credits	Sophomore Year	Credits
English Composition	6	Literature	6
History	6	Language	6
General Biology	8	General Psychology	3
Language or Area Study	6	Introduction to Sociology	3
Mathematics	6	Science Electives	6
		Introduction to Anthropology	3
		Intro. to Data Processing	3
		Physical Education	2
	—		—
	32		32

Junior Year	Credits	Senior Year	Credits
Experimental Psychology	3	Behavioral Sciences Seminar	3
American Social Problems	3	Psychology Elective	3
Economics	3	Sociology Elective	3
Anthropology Electives	6	Anthropology Electives	6
Psychology Elective	3	Speech	3
Technology and Society	6	Electives, Free	9
Physical Education	2	Statistics	3
Sociology Electives	6		—
	—		—
	32		30

Note: Free electives must include two courses from the following four subject areas: Art, Music, Philosophy, Religion.

**ENGLISH**  
**Bachelor of Arts Degree**

Freshman Year	Credits	Sophomore Year	Credits
Freshman Composition	6	Literature	6
Language	6	Language	6
History	6	History of the English Lang.	3
Mathematics	6	Sociology and Psychology	6
Science	6 or 8	Electives—selected from	
Physical Education	2	two of these fields: Art, Music, Philosophy, Religion	9
		Physical Education	2
	32 or 34		32

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Junior Year	Credits	Senior Year	Credits
Advanced Composition	3	Elements of Criticism	3
Shakespeare	3	Senior Seminar	3
Economics	3	English Electives	9
Technology and Society	3	Liberal Arts Electives*	15
Philosophy	3		
Sociology	3		
Religion	3		
Electives, free	9		
	—		—
	30		30

\*Electives to be chosen from Economics, Political Science, Biology, Art, Music, Philosophy, and Religion.



## HISTORY AND SOCIAL SCIENCES

### Bachelor of Arts Degree

Freshman Year	Credits	Sophomore Year	Credits
English Composition	6	Literature	6
History of Civilization	6	Language	6
Language	6	History of U.S. & Pa.	6
Mathematics	6	Sociology & Psychology	6
Science	6 or 8	Electives*	6
Physical Education	2	Physical Education	2
<hr/>		<hr/>	
32 or 34		32	

\*Art, Music, Philosophy, Religion.

Junior Year	Credits	Senior Year	Credits
History of Latin America	3	Methods of Historical Res.	3
The Far East	3	Thesis	3
European History	3	European History	9
History Electives	6	Technology & Society	3
Electives†	15	Electives‡	12
<hr/>		<hr/>	
30		30	

†Electives chosen from Economics, Political Science, Geography, Art, Music, Philosophy, and Religion.

‡Electives chosen from History, Science, Economics, Political Science, Geography, Art, Music, Philosophy, Religion.

## DIVISION OF SCIENCE AND ENGINEERING

## MEDICAL TECHNOLOGY CURRICULUM

## Bachelor of Science Degree

Freshman Year	Credits	Sophomore Year	Credits
English Composition	6	Statistics	3
History	6	Language or Intercultural Studies	6
General Biology	8	Organic Chemistry	8
General Chemistry	8	Vertebrate Physiology	8
Mathematics	6	or	
Medical Technology Orientation to Hospital Facilities	0	Vertebrate Physiology	4
		Quantitative Analysis	4
		Sociology	3
		Psychology	3
		Physical Education	2
	—		—
	34		33

Junior Year	Credits	Senior Year	Credits
Literature	6	Hospital Practicum to include studies in	
Language or Intercultural Studies	6	Clinical Chemistry,	
Microbiology	4	Microbiology, Nuclear	
Economics	3	Medicine, Immunohematology, Serology, Urinalysis,	
Humanities Elective*	6	Hematology, Histology‡	
Behavioral Science Elective†	3		
Physical Education	2		
	—		—
	30		30-32

\*Courses to be selected from Philosophy or Political Science.

†Courses to be selected from Sociology, Psychology or Anthropology.

‡The Senior year of thirty academic credits is considered a Hospital Internship with all courses at an approved School of Medical Technology. In the event that the Practicum work is based on a calendar year, the Hospital work shall begin in the summer preceding the Senior year and continue until graduation at the conclusion of the following complete academic year. Suitable credit adjustment will be made for calendar year programs.

It is possible to rearrange the program for the last two years by substituting Practicum work in the Junior year for an equal number of course credits. Junior year practicum shall also be scheduled during the preceding summer for calendar year programs and shall not exceed ten credits. Courses in the Junior year program which are replaced by Practicum credits shall be scheduled during the Senior year.

### The Associate Degree

Curriculums are available and are recommended for those students who want to study at York College of Pennsylvania for two years and then complete their Baccalaureate Degree requirements elsewhere. They are also designed to satisfy special interests or requirements of adults in our community. They will also be of special interest to students interested in Secretarial studies, both Executive and Medical.

#### Graduation Requirements—Associate Degree

Students who meet the following requirements for graduation will receive the Associate of Arts Degree or the Associate of Science Degree, depending upon the curriculum completed:

1. Have successfully completed 60 semester hours (not including Physical Education credits). Not less than 30 of these must have been earned at York College of Pennsylvania, including the last full semester.
2. Have completed the following:
  - a. Three semesters of English (two of which must be E101-E102 Freshman English).
  - b. Two semesters of Mathematics or two semesters of Science. These must be in the same subject.
  - c. Two semesters of History.
  - d. Two semesters of additional Social Science to be chosen from Economics, Political Science, Philosophy, Psychology, or Sociology.
  - e. Four semesters of Physical Education.
3. Have a cumulative quality point index of at least 2.00.
4. Have a satisfactory record of behavior.

## Associate Degree Programs

### Art

Freshman	Credits	Sophomore	Credits
Freshman English	6	Literature	6
History	6	Science	6 to 8
Mathematics	6	Art Appreciation	3
Drawing, I and II	6	Painting I and II	6
Basic Color and Design	3	Advanced Color and Design	3
Beginning Sculpture	3	Electives	6
Physical Education	1	Physical Education	1
	—		—
	31		31 to 33

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### Biology

Freshman	Credits	Sophomore	Credits
English	6	Literature	6
History	6	Science, Chemistry	8
Mathematics	6 to 10	Language or Area Study	6
Language or Area Study	6	Anatomy and Physiology	8
Biology	8	Electives	2
Physical Education	1	Physical Education	1
	—		—
	33 to 37		31

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### Chemistry

Freshman	Credits	Sophomore	Credits
Freshman English	6	Literature	6
History	6	Language	6
Mathematics	6	Chemistry	8
Language	6	Physics	8
Chemistry	8	Electives	2
Physical Education	1	Physical Education	1
	—		—
	33		31

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**Education, Elementary**

Freshman	Credits	Sophomore	Credits
Freshman English	6	Literature	6
History	6	Physical Science	6
Modern Mathematics	6	Intro. to American Educ.	3
Language or Area Study	6	Language or Area Study	6
World Geography	3	Child Psychology	3
Speech	3	Electives	6
Physical Education	1	Physical Education	1
	—		—
	31		31

**Education, Secondary**

Freshman	Credits	Sophomore	Credits
Freshman English	6	Literature, World	6
Mathematics	6	Physical Science	6
History	6	Intro. to American Education	6
World Geography	3	Adolescent Psychology	3
Speech	3	Language or Area Study	6
Language or Area Study	6	Electives	3
Physical Education	1	Physical Education	1
	—		—
	31		31

**Engineering**

Freshman	Credits	Sophomore	Credits
Freshman English	6	Literature	6
History	6	Chemistry	8
Analytical Geometry & Calculus	10	Differential Equations	6
Descriptive Geometry	2	Engineering Physics	8
Engineering Drawing	2	Statics	3
Electives	4	Dynamics	3
Physical Education	1	Physical Education	1
	—		—
	31		35

**Executive Secretary**

Freshman	Credits	Sophomore	Credits
Freshman English	6	English Comm. & Report Writ.	3
History	6	Social Science Elective	3
Mathematics	3	Electives	9
Typing*	4	Elem. Accounting†	3
Shorthand*	6	Shorthand & Trans.	6
Sec. Orient.	2	Secretarial Practice	6
Gen. Psychology	3	Physical Education	1
Physical Education	1		
	—		—
	31		31

\*First semester may be waived upon successful completion of an exemption examination. Credits must then be taken in other areas.

†In this curriculum, accounting will fulfill one semester of mathematics requirement.

**Language Major**  
(French, German, Spanish)

Freshman	Credits	Sophomore	Credits
Freshman English	6	Literature	6
History	6	Language	6
Mathematics	6	Psychology	3
Language	6	Sociology	3
Science	6	Electives	12
Physical Education	1	Physical Education	1
	—		—
	31		31

**Marketing**

Freshman	Credits	Sophomore	Credits
Freshman English	6	Literature	6
History	6	Industrial Marketing	3
Mathematics	6	Principles of Marketing	3
Science	6	Economics	6
Electives	6	Statistics	3
Physical Education	1	Business Organization Management	3
		Psychology	3
		Sociology	3
		Physical Education	1
	—		—
	31		31

**Mathematics Major**

Freshman	Credits	Sophomore	Credits
Freshman English	6	Literature	6
History	6	Differential Equations	6
Analytic Geom. & Calculus	10	Chemistry	8
Descriptive Geometry	2	Electives	4
Engineering Drawing	2	Psychology	3
Electives	4	Sociology	3
Physical Education	1	Physical Education	1
	—		—
	31		31

**Medical Secretary**

Freshman	Credits	Sophomore	Credits
Freshman English	6	English Comm. & Report Writ.	3
History	6	Anatomy & Physiology	8
General Biology	4	Short. & Trans.	6
Typing*	4	Secretarial Practice	6
Shorthand*	6	Elem. Accounting	3
Sec. Orient.	1	Medical & Tech. Term.	3
Gen. Psychology	3	Social Science Elective	3
Physical Education	1	Physical Education	1
	—		—
	31		33

\*First semester may be waived upon successful completion of an exemption examination. Credits must then be taken in other areas.

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**Music**

Freshman	Credits	Sophomore	Credits
Freshman English	6	Literature	6
History	6	Science	6 to 8
Mathematics	6	Music Theory	4
Music Theory	4	Applied Music	2
Applied Music	2	Music in the History of Western Culture	4
Psychology	3	Choir and/or Orch.	2 to 4
Sociology	3	Electives	6
Choir and/or Orch.	2 to 4	Physical Education	1
Physical Education	1		
	33 to 35		31 to 35

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**Philosophy Major**

Freshman	Credits	Sophomore	Credits
Freshman English	6	Literature	6
History	6	Language	6
Mathematics	6	Ancient Philosophy	3
Language	6	Medieval Philosophy	3
Science	6	Logic	3
Physical Education	1	Living Religions	3
		Psychology	3
		Sociology	3
		Physical Education	1
	—		—
	31		31

**Physics**

Freshman	Credits	Sophomore	Credits
Freshman English	6	Literature	6
History	6	Engineering Physics	8
Analytic Geom. & Calculus	10	Statics	3
Engineering Physics	8	Mathematics	6
Physical Education	1	Electives	4
		Physical Education	1
	—		—
	31		28

**Police Administration and Law Enforcement**

Freshman	Credits	Sophomore	Credits
Freshman English	6	Introduction to Speech	3
History of Civilization	6	The Citizen and the Court	3
Introduction to Law Enforcement and Public Safety	3	Principles of Criminal Law	3
The Role of the Police in Crime and Delinquency Preventive Program	3	Criminal Investigation	3
Traffic Administration	3	Police Organization and Administration	3
General Psychology or		Seminar in Selected Law Enforcement Principles	3
Psychology for Law Enforcement Officers	3	The Family	3
Introduction to Sociology	3	The Physical Sciences	6
Criminal Philosophy, Theory, and Practice	3	Elective	3
	—		—
	30		30

**Political Science Major**

Freshman	Credits	Sophomore	Credits
Freshman English	6	Literature	6
History	6	American Government	3
Mathematics	6	State & Local Government	3
Language	6	History of U.S. & Pa.	6
Science	6	Language	6
Physical Education	1	Psychology	3
		Sociology	3
		Physical Education	1
	—		—
	31		31

**Religion Major**

Freshman	Credits	Sophomore	Credits
Freshman English	6	Literature	6
History	6	Language	6
Mathematics	6	Intro. to Old Testament	3
Language	6	Intro. to New Testament	3
Science	6	Living Religions	3
Physical Education	1	Psychology of Religion	3
	—	Psychology	3
	31	Sociology	3
	—	Physical Education	1
	31		—



# Course Descriptions

Accounting	83
Anthropology	84
Art	85
Biology	87
Chemistry	88
Economics	89
Education	91
Engineering	91
English	92
Geography	96
History	96
Intercultural Studies	100
Languages	101
Management	104
Marketing	106
Mathematics	107
Music	109
Philosophy	110
Physical Education	111
Physics	112
Political Science	113
Psychology	113
Religion	115
Secretarial Studies	116
Sociology	118

The number preceding each course generally indicates the level on which it is taught. Courses numbered from 0 to 99 receive no college credit. Those numbered from 100 to 199 are courses usually offered to freshmen, although some of them may be taken by sophomore students. Courses numbered 200 to 299 are on the sophomore level, although some of them may be taken by freshmen or juniors, depending on the student's particular program. Courses numbered 300 to 499 are considered upper level work and are generally reserved for junior and senior year students. Some of these courses may be taken by sophomore students with the approval of the department head. All students taking courses numbered 300 to 499 must have the approval of the head of the department.

Each course will indicate the number of class periods per week, as well as the semester hours credit.

Students are urged to consult their advisor if they have any questions concerning the content of a particular course.

## **Accounting**

### **M10 Accounting, General**

A terminal course presenting basic principles of accounting through the regular and periodic recordation processes and summaries.

3 class periods.      No credit.

### **M101-M102 Accounting, Elementary**

An introduction to the principles and concepts of accounting. The first semester's work covers the complete accounting cycle, including preparation of financial statements. In the second semester, basic concepts, partnerships, corporations, systems, and accounting controls are studied. An introduction to data processing is also provided in second semester laboratory.

3 class periods.      1 one-hour laboratory period.  
3 semester hours each semester.

### **M201-M202 Accounting, Intermediate**

A continuing study in depth of accounting principles and current concepts, in which theory and practice are reconciled. The student's analytical capacity is developed by use of the problem method throughout each semester. The basic principles of taxation

and cost accounting are also introduced. These courses embody appropriate preparation for advanced accounting and an accounting career. Prerequisite: Elementary Accounting M101-M102.

3 class periods. 3 semester hours each semester.

**M303-M304 Accounting, Advanced Accounting and CPA Problems**

A continuing study of corporations, trusts, consolidations, reorganizations, price-level conversions, foreign exchange, taxation, insolvency, and actuarial problems. AICPA problems are presented throughout the course, with emphasis on current professional accounting and various regulatory requirements. Prerequisites: Intermediate Accounting M201-M202.

3 class periods. 3 semester hours each semester.

**M305 Accounting, Taxation**

An introduction to Federal, state and local taxation. Class work regularly includes preparation of principal tax reports, and analysis of the IR code, State and local tax laws and regulations. Prerequisite: Junior standing.

3 class periods. 3 semester hours.

**M347 Accounting, Cost**

Basic cost accounting principles and procedures are studied. Overhead distribution and cost control applications, both machine and ADP, are included, as are budgetary forecasting and standard costs. Prerequisites: Elementary Accounting M101 and M102.

3 class periods. 3 semester hours.

**M-403 Accounting, Auditing**

A study of audit principles and current procedures, including special techniques in the prevention and detection of fraud, preparation of audit reports and working papers, and internal audit methods. Special attention is given to ADP audit procedures, preparation of audit programs, and AICPA requirements with respect to certification. Prerequisites: Intermediate Accounting M201 and M202.

3 class periods. 3 semester hours.

**Anthropology**

**B203 Anthropology, Introduction to**

An introductory survey of the principles and findings in the fields of human paleontology, physical, social, and cultural anthropology. Prerequisite: Suggested Intro. to Sociology B185. Sophomore.

3 class periods. 3 semester hours.

**B204 Anthropology, Physical Anthropology and Archeology**

An introduction to the variations in mankind tracing his physical and cultural evolution from the Paleolithic Age to modern races. Prerequisite: Intro. Anthropology B203. Sophomore.

3 class periods. 3 semester hours.

**B205 Anthropology, Cultural**

The study of human variation as determined by culture from primitive societies to modern industrial societies; cultural background of personality development. Prerequisite: Intro. Anthropology B203. Sophomore.

3 class periods. 3 semester hours.

**B301 Anthropology, New World Prehistory**

Introduction to archeology of North, Central and South American Indians; a survey of pre-Columbian cultural history. Prerequisites: Physical Anthropology and Archeology suggested B204. Junior.

3 class periods. 3 semester hours.

**B302 Anthropology, Old World Prehistory**

A survey of cultural and physical evolution from the earliest traces until written records; analyzing archeological methods and dating techniques. Prerequisite: Physical Anthropology and Archeology B204. Junior.

3 class periods. 3 semester hours.

**Art****A101 Art, Appreciation and History**

A non-technical course dealing with history of painting, sculpture, architecture, and the dynamics of esthetics and design. Field trips are included.

3 class periods. 3 semester hours.

**A106 Art, Ceramics**

Construction involving hand processes of pottery making, slab, coil, potter's wheel, and slip casting. Decorative methods, glazing and firing of clay wares.

6 lecture and studio periods. 3 semester hours.

**A107 Art, Basic Color and Design**

An introduction to the elements of design and their structural use involving the fundamentals of expression in light, form, color, line, space and texture. Projects involving two and three dimensional design are included.

6 lecture and studio periods. 3 semester hours.

**A201 Art, Drawing I**

Basic drawing experience to develop an understanding of form, stressing quality of line, and including the investigation of texture, lighting, and methods of representing space. Emphasis upon composition and the organization of form and space in drawing. Experience in working with various drawing media such as charcoal, pencil, pen and ink, and wash drawings.

2 lecture periods      3 studio periods.      3 semester hours.

**A202 Art, Drawing II**

A continuation of Drawing I with further emphasis on the development of form and the representation of space. Progressive exploration of the various drawing media and an emphasis upon the individual's own unique drawing ability and potential. Prerequisite: Drawing I A201.

6 lecture and studio periods.      3 semester hours.

**A211 Art, Advanced Color and Design**

Advanced studies in design with emphasis upon the importance of design in visual communication. Studies of traditional and contemporary solutions to problems of visual design. Experience in working with the elements of line, color, texture and space; designing with aid of photographs and collage. Studies in design as related to architecture, advertising and other modern means of communication. Prerequisite: Basic Color and Design A107.

6 lecture and studio periods.      3 semester hours.

**A215 Art, Graphics**

A wide variety of media and modes of graphic expression, pen and ink drawings, pencil, wash drawings, opaque watercolor, white line wood prints, resist prints, mono prints, scratchboard and linoleum block printing.

6 lecture and studio periods.      3 semester hours.

**A216 Art, Sculpture, Beginning**

Technique and problems of sculpture. Exploration of the expressive possibilities of three dimensional forms. Individual projects in clay, marble, plaster, wood and other materials will be devised, as well as experience in the making of armatures and molds.

6 lecture and studio periods.      3 semester hours.

**A217 Art, Painting I**

An introduction to oil painting in its technical and aesthetic aspects. Studies in color theory and pigments. Emphasis upon structure, composition and organization of the various elements of the picture plane.

6 lecture and studio periods.      3 semester hours.

**A218 Art, Painting II**

A continuation of Painting I, further studio experience in exploring the methods and materials of oil painting. Experience in combining techniques of oil painting with collage and other media. Additional study of the technical aspects of painting. Prerequisite: Painting I A217.

6 lecture and studio periods. 3 semester hours.

**Biology****S101-S102 Biology, General**

An introductory course with emphasis on the physical, chemical and biological principles of animal and plant life particularly in the areas of nutrition, homeostasis, morphology, reproduction, heredity, and evolution.

3 class periods. 1 three-hour laboratory period.  
4 semester hours.

**S201-S202 Biology, Anatomy and Physiology**

A study of the human body as an integrated whole with emphasis upon the normal structure and functions of the skeletal, muscular, nervous, circulatory, respiratory, digestive, excretory, reproductive, and endocrine systems. Lecture method is designed with supplements of films, charts, models, and drawings. The laboratory work involves demonstrations of gross and microscopic structures, dissection of small embalmed animals, and physiological experiments. Prerequisite: General Biology S101.

3 class periods. 1 three-hour laboratory period.  
4 semester hours.

**S206 Vertebrate Physiology**

An integrated approach to the physical and chemical basis of physiological processes of the vertebrates with special emphasis on man. Organization and function of the body is studied at three levels; systematic, cellular, and molecular. The laboratory involves macroscopic and microscopic anatomy and physiological experiments. Prerequisites: General Biology S102, and General Chemistry S122.

3 class periods. 1 three-hour laboratory period.  
4 semester hours.

**S210 Microbiology**

An introduction to the study of the importance of micro-organisms affecting our modern living: the protozoa, yeasts, molds, bacteria, rickettsiae, and viruses. Emphasis is placed on the techniques of the staining, culturing, and identification of bacteria.

Problems of applied bacteriology, infections, immunity, and serology are considered.  
Prerequisites: General Biology S101-S102.

3 class periods.      1 three-hour laboratory period.  
4 semester hours.

### **S215 Medical and Chemical Terminology**

A course to develop familiarity with highly technical and specialized terms: anatomical, surgical, pharmaceutical and common medical phrases; study of medical reports and letter writing; interpretation of simple, basic chemical terms.

3 class periods.      3 semester hours.

### **S220 Nutrition**

A preclinical course for nursing majors emphasizing study of the chemistry of foods, their use by the body, their effects on general health, and their availability in the various regions of the world. Laboratory involving nutritional experiments with rats.

2 class periods.      1 three-hour laboratory.  
3 semester hours.

## **Chemistry**

### **S121 General Chemistry**

Recommended for all engineering, premedical, predental, pre-veterinary, and science students. An introduction to atomic structure, properties, and reactions of inorganic compounds, gas laws, solution chemistry, acids and bases, oxidation-reduction, chemical equilibria and electro chemistry.

3 class periods.      1 three-hour laboratory period.  
4 semester hours.

### **S122 General Chemistry**

Study of solubility product, complex ions, hydrolysis in solution and ionization of weak acids and bases. Chemistry of both cations and anions. Laboratory includes separation and identification of ionic species. Prerequisite: General Chemistry S121.

3 class periods.      1 three-hour laboratory period.  
4 semester hours.

### **S225 Quantitative Analysis**

Emphasis is placed on instrumentation of chemical analysis. The theory and techniques of gravimetric, potentiometric, colorimetric, and chromatographic analysis are included.

2 class periods.      2 three-hour laboratory periods.  
4 semester hours.

**S226 Quantitative Analysis**

This course deals principally with quantitative analytical procedures. It includes some volumetric and gravimetric techniques along with an introduction to spectrophotometry in the visible and ultraviolet regions. Prerequisite: Quantitative Analysis S225.

2 class periods. 2 three-hour laboratory periods.

4 semester hours.

**S231 Organic Chemistry**

The chemical theory of carbon compounds. An integrated study of the nomenclature, preparation, properties, and reactions of simple aliphatic and aromatic compounds. The relationship between structure and reactivity is developed for each class of compound. Considers the typical carbon, hydrogen, and oxygen containing compounds.

3 class periods. 1 three-hour laboratory period.

4 semester hours.

**S232 Organic Chemistry**

Continuation of Chemistry S231 to include sulfur, nitrogen, and halogen containing compounds as well as the more complex carbohydrates, steroids, proteins, sugars, heterocyclic, and fused ring systems. Prerequisites: Organic Chemistry S231.

2 class periods. 2 three-hour laboratory periods.

4 semester hours.

**Economics****M221-M222 Economics, Principles of**

A comprehensive study of economic activities in a free enterprise system, with emphasis on the various methods of analyzing economic forces including examination of current economic problems and policies.

3 class periods. 3 semester hours each semester.

**M223 Economics, Survey of**

Basic principles of economics designed for students who wish to survey the economic system of the United States.

3 class periods. 3 semester hours.

**M232 Economics, Money, and Banking**

A study of the process by which the Federal Government, its agencies, and the banking system supply money to meet the requirements of, and in a manner compatible with, a free enterprise system. Prerequisite: Principles of Economics M221.

3 class periods. 3 semester hours.

**M321 Economics, Money, Banking and Macroeconomics**

Survey of monetary theory through its historical development and in its present state; National Income Analysis; Business Cycles; Fiscal and Monetary Policies. Prerequisite: Money and Banking M232.

3 class periods. 3 semester hours.

**M325 Economic Analysis (Microeconomics)**

A study of the theory of value and distribution. Prerequisite: Principles of Economics M221-M222.

3 class periods. 3 semester hours.

**M331 Economics, Labor**

A study of the following: development of labor unions in the United States—their philosophy, objectives, structure, government and internal management; their relationship with their members, with employers, with the public and with public authorities; wage determination; causes and problems of unemployment. Prerequisite: Business Organization and Management M241.

3 class periods. 3 semester hours.

**M421 Economics, Operations Research**

An interdisciplinary seminar dealing with various types of managerial problems in decision-making studied in the light of various disciplines, including Economics, Accounting, Business Management; problems in research, use of statistics and computers.

3 class periods. 3 semester hours.

**M422 Economics, Introduction to Econometrics**

Integration of mathematical methods and economic theories, construction and computations of simple economic models. Prerequisites: Economic Analysis M325 and Calculus M171.

3 class periods. 3 semester hours.

**M425 Economics, Government and Business**

A brief study of government economic policies in general followed by a more detailed study of public policies with respect to business activities. Prerequisites: Economics M221-M222. First offered: 1971-72, fall semester.

3 class periods. 3 semester hours.

## Education

### B221 Education, Introduction to American

The American School system; its historical and traditional influences, significance of education in society, contemporary problems in education, opportunities and requirements of the profession. Directed observations of teaching procedures.

3 class periods. 3 semester hours.

### B222 Education, Health

Study of health from personal, school, home and community viewpoints. Background knowledge, appreciation and understanding are developed.

3 class periods. 3 semester hours.

## Engineering

### S141 Engineering, Descriptive Geometry

Introduction to the use and care of drawing instruments. Theory of projection drawing and its application to graphic solutions. Revolution of points, lines and planes; intersection of lines, planes and solids; and surface developments.

2 two-hour laboratory periods. 2 semester hours.

### S142 Engineering, Drawing

Sketching, orthographic and auxiliary projection, sections, lettering and reproductive processes. Detail and assembly drawing and introduction to shop practices.

2 two-hour laboratory periods. 2 semester hours.

### S143 Engineering, Orientation

Discussion of the scope of the main areas of engineering, responsibilities of engineers, activities of professional societies and related topics. Student is also taught the use of the slide rule, preparation of engineering reports, and is familiarized with computer programming.

1 class period. 1 two-hour laboratory period.  
2 semester hours.

### S241 Engineering, Strength of Materials

Simple tension, compression, shear, torsion, flexure, deflection of beams, combined stresses, riveted and welded joints, column theory and design. Prerequisite: Engineering Physics S185-S186.

3 class periods. 3 semester hours.

**S242 Engineering, Elementary Surveying**

Use, care, and adjustment of usual surveying instruments; distance measurement; area surveys; leveling and triangulation; land surveys; field notes. Prerequisite: College Mathematics S164.

1 class period.      1 two-hour laboratory period.

2 semester hours.

**S243 Engineering, Technical Writing**

A course designed to give the student practice in composing and writing engineering reports in the proper form.

2 class periods.      2 semester hours.

**English**

**E25 English, Remedial**

The improvement of communication skills in the English language by reviewing the fundamentals of grammar, reading different types of literature, and writing paragraphs. Offered in Evening and Summer terms.

3 class periods.      No credit.

**E101-E102 English, Freshman**

The expression in writing of facts and ideas, precisely and clearly. It consists of a review of the fundamentals of grammar, practice in writing, and interpretative reading of various types of literature. During the second semester, emphasis is placed on an investigative theme.

3 class periods.      1 3 semester hours each semester.

**E204 English, Introduction to Speech**

Through practice, the student learns to address an audience and to communicate his ideas effectively by organizing and delivering speeches to inform and to persuade, by learning to criticize performances of himself, his classmates and speakers of national significance, and by improving vocal quality and intelligibility in delivery.

3 class periods.      3 semester hours.

**E205 English, Speech—Oral Interpretation**

The discipline of reading aloud from a variety of forms of literature to develop skills and techniques for communicating the author's ideas and the reader's emotional responses.

3 class periods.      3 semester hours.

**E216 English, Voice and Diction**

Voice production, articulation, and elementary phonetics are studied to improve individual speech habits. Tape recordings are made to stimulate vocal flexibility and precision and to diagnose faults of voice production.

3 class periods. 3 semester hours.

**E220 English, Communication and Report Writing**

This course develops insights and skills in communication elements most commonly encountered in business, industry, and the professions. Prerequisites: English E101 and E102.

3 class periods. 3 semester hours.

**E254 English, Theater Arts**

A study of Drama through the centuries, its theatre and structure. Also, consideration of the techniques of play production with emphasis on acting and directing.

2 class periods. 2 semester hours.

**E255 English, History of the English Language**

A study of the historical background of the English Language, its development from Old to Modern English.

3 class periods. 3 semester hours.

**E281-E282 English, American Literature**

Significant works of American Literature from its beginnings to the present. The first semester gives attention to the European backgrounds and the American development to 1865. The second semester deals with the post-Civil War period, with special emphasis on the novelists and poets of the twentieth century. Prerequisite: English E101-E102.

3 class periods. 3 semester hours each semester.

**E283-E284 English, English Literature**

A survey course designed to give an historical knowledge and the appreciation of English literature. Includes a study of the various literary periods and their cultural backgrounds, a careful analysis of important works, and a study of significant biographical material. Prerequisite: English E101-E102.

3 class periods. 3 semester hours each semester.

**E285-E286 English, World Literature**

Introduction to world literature by reading and discussing diversified selections of Western writings. Consideration is also given to the cultural backgrounds. An investiga-

tive paper, or a related project, according to the student's literary interest, is required the second semester. Prerequisite: English E101-E102.

3 class periods. 3 semester hours each semester.

**E310 English, Creative Writing**

An opportunity to experiment in writing types of literature related to student's interest. Class discussion conducted by seminar method. Individual conferences with instructor. Open to selected sophomores and upperclassmen. Student must submit samples of writing to instructor before enrolling for course.

3 class periods. 3 semester hours.

**E311 English, Mass Media and the Communication Arts**

Explorations in the perceptual challenges to traditional spoken and written communications arts posed by the mass media.

3 class periods. 3 semester hours.

**E312 English, English Novel**

A study of the development of English fiction as a literary form through the works of selected novelists in the 18th and 19th centuries.

3 class periods. 3 semester hours.

**E313 English, American Novel**

A study of major American novelists: Hawthorne, Melville, Cather, Faulkner, and Hemingway.

3 class periods. 3 semester hours.

**E314 English, Russian Novel**

A study of Russian novelists: Turgenev, Tolstoi, Dostoyevsky, and Pasternak.

3 class periods. 3 semester hours.

**E315 English, Advanced Composition**

Supervised expository writing with emphasis on descriptive grammar and rhetoric for all students to improve the art of written communication for vocational or academic purposes.

3 class periods. 3 semester hours.

**E317 English, Greek and Roman Mythology**

A study of the myths and legends, their interpretation and influence upon religion, fine arts, and literature.

3 class periods. 3 semester hours.

**E318 English, Anglo-Saxon**

An intensive study of BEOWULF and shorter fragments of poems, parts of which are to be read in the original language.

3 class periods. 3 semester hours.

**E319 Linguistics**

Consideration of modern linguistic approaches to language and their application to writing English; standard and non-standard American English; semantics; child language learning.

3 class periods. 3 semester hours.

**E410 English, Elements of Criticism**

Close examination of modern European and American critical trends in a limited number of great prose writers of the past two centuries. Required for seniors who are English majors.

3 class periods. 3 semester hours.

**E411 English, The Short Story**

A study of selections from Poe and Gogol to Camus and Updike; the historical development and the ancient origin of short fiction; and the theory and practices of this genre.

3 class periods. 3 semester hours.

**E412 English, 20th-Century American Poetry**

Analysis and discussion of representative poems from Frost to Ransom.

3 class periods. 3 semester hours.

**E413 English, 18th-Century Neo-Classicism**

Neo-Classicism in Restoration and 18th-century literature, the work of Dryden, Swift, Pope, Johnson, and Goldsmith.

3 class periods. 3 semester hours.

**E414 English, Oriental Literature**

Literature and culture of Asia as reflected in Arabic, Chinese, Indian, Persian, and Japanese masterpieces in translation.

3 class periods. 3 semester hours.

**E415 English, Shakespeare**

The development of the Elizabethan theater as a background for Shakespeare's art.

An intensive study of major tragedies of Shakespeare.

3 class periods. 3 semester hours.

**E416 English, Modern Drama**

A study of the plays of modern American and European playwrights including Ibsen, Shaw, O'Neill, Chekhov, Pirandello, Miller, and Brecht.

3 class periods. 3 semester hours.

**E417 English, Chaucer**

A study of the *Canterbury Tales* and selected short works to be read in the original Middle English. Recordings to supplement.

3 class periods. 3 semester hours.

**E418 English, Romantic British Poets**

A study of Blake, Byron, Wordsworth, Shelley, Keats and their circles.

3 class periods. 3 semester hours.

## **Geography**

**H243 Geography, World**

The relation of man to his natural environment; motions of earth, land forms, bodies of water, soils, minerals, weather, climate, plants and animals, projections.

3 class periods. 3 semester hours.

## **History**

**Departmental Requirements for History Major**

All students majoring in History will be required to take the following courses:

1. History H121-H122—History of Western Civilization, in Freshman year—6 credit hours, or
2. History H221-H222—History of the United States, in Sophomore year—6 credit hours.
3. History H433—Historiography must be taken in the first semester of the Senior year. The course will be followed by History H434, Senior Thesis in the second semester.

History majors will find that it will be advantageous to take both History H121-H122, and H221-222 since many of the upper level courses have as prerequisites one or another of these survey courses.

Students majoring in history will be required to take a minimum of 36 credit hours in this subject—this will include the 12 credit hours of re-

quired courses. Each history major, in consultation with the department chairman, will work out a program of studies which must include advanced courses in both the American and European history areas. As courses are added to the history offerings in Asiatic and African history, students will be encouraged to take at least one semester course in each field to insure breadth as well as depth in their history major.

History majors must complete, satisfactorily, at least two years in one foreign language. Those who plan to attend graduate school are encouraged to take two years of a second foreign language.

**H121-H122 History, The History of Western Civilization**

Covers material from pre-literary history to the present; the civilizations of the Near East and the Mediterranean; medieval history; the Renaissance and Reformation; the expansion of Europe, the French Revolution; the Industrial Revolution; nationalism in Italy, Germany, and the Balkans; the first World War; post-war Europe, the second World War and contemporary history.

3 class periods. 3 semester hours each semester.

**H221-H222 History, History of the United States**

A survey covering the political, economic, and social development of the United States from 1492 to the present. The first semester will cover United States History from 1492 to 1877. The second semester will trace American developments from 1877 to the present.

3 class periods. 3 semester hours each semester.

**H225 History, Medieval Civilization**

The political, economic, and intellectual evolution of European civilization from the destruction of the Roman Empire in the 5th century A.D. to the late 13th century. Some attention will be given to the development of Eastern Europe. Prerequisite: History H121-H122.

3 class periods. 3 semester hours.

**H226 History, Renaissance and Reformation (1300-1648)**

The transition from medieval to modern Europe with major emphasis upon significant intellectual, religious, political and economic changes during these centuries. Prerequisite: History H121-H122.

3 class periods. 3 semester hours.

**H227-H228 History, History of Latin America**

The first semester will concentrate upon a synthesis and interpretation of the principal factors in the development of Latin America to 1850. Major emphasis will be on the Colonial Era. The second semester will stress the major political, social, and economic developments of Latin American nations from the National Period to the present. Events of the twentieth century will be emphasized.

3 class periods.        3 semester hours each semester.

**H315 History, Age of Revolution (1600-1815)**

An analysis of the similarities and the differences to be found in a study of the political, economic, and cultural developments of the English, American and French Revolutions. Prerequisite: History H121-H122.

3 class periods.        3 semester hours.

**H320 History, United States Since 1900**

A study of the emerging role of the United States as a world power from 1898 to the present and of the impact of reform movements upon her development. A careful study will be made of the Depression Era, the New Deal period and the domestic issues in America after World Wars I and II.

3 class periods.        3 semester hours.

**H329 History, Civil War and Reconstruction**

A study of sectional discord and constitutional crises as antecedents to secession and armed conflict. Emphasis will be placed on the political, social and economic trends in the Civil War and in the Reconstruction Era. Prerequisite: History H221-H222.

3 class periods.        3 semester hours.

**H330 History, Twentieth Century Russia**

A study of Russia from 1861 to present. Russia on the eve of World War I; an analysis of various revolutions which have swept Russia; emphasis on internal, political, socio-economic and cultural developments under Communist regime; and expansion of Russia and communist power connected with World War II and after. Prerequisite: History H121-H122.

3 class periods.        3 semester hours.

**H331 History, Far East**

A brief introduction to the cultural and political evolution of the Far East from earliest times will be followed by a careful analysis of the impact of the western technology

upon this region during the 19th and 20th centuries. Developments in China and Japan will be stressed. Prerequisite: History H121-H122.

3 class periods. 3 semester hours.

**H333-H334 History, History of England**

A survey of the major political, economic and social trends in England from 55 B.C. to the present. The first semester will trace the evolution of the English people and their government from the Roman conquest to the end of the 17th century. The second semester will concentrate on the major trends in Britain and the Empire from 1700 to the present.

3 class periods. 3 semester hours each semester.

**H427-H428 History, Modern Europe (1815 to present)**

An analysis of the major political, economic and social developments in Europe from the Congress of Vienna. Major topics will include the revolutions of 1830 and 1848, the unifications of Germany and Italy, the problems of nationalism, and imperialism in the first semester. The emergence of communism, World Wars I and II, and the problems of the post war eras will be developed in the second semester.

3 class periods. 3 semester hours each semester.

**H429-H430 History, United States Diplomatic**

An analysis of American diplomacy from the early Republic through the diplomatic crises of the Civil War, the Spanish-American War, World War I and World War II to the Cold War problems of the present. The first semester will cover American diplomatic problems from 1789-1898. The second semester will concentrate on the problems since 1898.

3 class periods. 3 semester hours each semester.

**H431 History, Representative Americans**

A biographical approach to selected periods in American history with emphasis on significant and representative personalities and their contributions to American development. Prerequisite: History H221-H222 and permission of the instructor.

3 class periods. 3 semester hours.

**H433 History, Historiography**

The analysis and writing of history; subject choice for senior thesis; pursuit of evidence and the procedures involved in final preparation of paper. Prerequisite: Senior Standing and a minimum of 24 credits in History.

3 class periods. 3 semester hours.

**H434 History, Senior Thesis**

A course designed to familiarize the student with graduate school procedures and to allow him to select and to study in depth a topic of interest in his major field of concentration. The project, already selected in the first semester in the course entitled **Historiography**, will be completed in the second semester and defended in a meeting with three faculty members including the student's adviser. Prerequisite: **Historiography** and a minimum of 27 credits in History.

Meetings to be arranged with Instructor.      3 semester hours.

**Intercultural Studies**

Unless the student's major field or personal interest dictates a foreign language, the student will have the alternative of taking 12 semester hours of Intercultural Studies. The Intercultural Studies serve several basic needs. They (1) meet certain graduation requirements in lieu of a foreign language, (2) provide a foundation for specialized study in a given geographical and cultural area, and (3) introduce the student to much of the world hitherto little recognized in higher education.

**B141-B142 Introduction to Intercultural Studies**

This course is designed for two semesters. It is intercultural, interdisciplinary and team taught. Areas covered will include the Far East, Latin America, Africa, Middle East and Central Asia.

3 class periods.      3 semester hours.

**B241 Far East Economics and Geography**

The geographical factors and resources influencing the life and history of the area. Economic problems will be considered in their historical and social context. Interrelationships between economics and geography will be emphasized. Prerequisite: Intercultural Studies B141, B142.

3 class periods.      3 semester hours.

**B242 Fine Arts of the Far East**

A study of the Music and Art forms expressing the distinctive characteristics of the history, psychology and social philosophy of the area. Contrasts and comparisons with art forms in the United States will be made. Prerequisite: Intercultural Studies B141, B142.

3 class periods.      3 semester hours.

**B243 History and Politics of the Far East**

Brief historical background of the major countries with emphasis on the Twentieth Century. Attention will be given to domestic and international politics as they relate to Nationalism, Communism, Neutralism and regional organizations. Prerequisite: Intercultural Studies B141, B142.

3 class periods. 3 semester hours.

**B244 Economics and Geography of Latin America**

The geographical factors and resources influencing the life and history of the area. Economic problems will be considered in their historical and social context. Interrelationships between economics and geography will be emphasized. Prerequisite: Intercultural Studies B141, B142.

3 class periods. 3 semester hours.

**B245 Fine Arts of Latin America**

A study of the Music and Art forms expressing the distinctive characteristics of the history, psychology and social philosophy of the area. Contrasts and comparisons with art forms in the United States will be made. Prerequisite: Intercultural Studies B141, B142.

3 class periods. 3 semester hours.

**B246 History and Politics of Latin America**

Brief historical background of the major countries with emphasis on the Twentieth Century. Attention will be given to domestic and international politics as they relate to Nationalism, Communism, Neutralism and regional organizations. Prerequisite: Intercultural Studies B141, B142.

3 class periods. 3 semester hours.

## Languages

**L121-L122 Language, French Elementary**

For students who have no previous knowledge of French or only one year of high school French. It consists of the study of fundamental principles of grammar and syntax. Classroom time is devoted to practice in correct communication, using the modern audio-lingual approach, reading of simple prose, and dictation. Students are required to improve their skill by means of laboratory work.

3 class periods. 1 one-hour laboratory period.

3 semester hours each semester.

**L221-L222 Language, French Intermediate**

Reading of selected works by representative authors. Time is devoted also to vocabulary building and use of idiomatic expressions. Added emphasis placed on self-expression and comprehension of the spoken language, using the modern audio-lingual approach. If necessary, students are required to improve their skill by means of laboratory work. Classes are conducted mainly in French. Prerequisite: Elementary French L121-L122 or equivalent.

3 class periods.      3 semester hours each semester.

**L321-L322 Language, French Literature**

Major works of the foremost French writers are read in the original and discussed. Thus students become acquainted with some of the principal themes of literary thought. Outside class readings and reports. Not a systematic survey course. Prerequisite: Intermediate French L221-L222 or equivalent.

3 class periods.      3 semester hours each semester.

**L151-L152 Language, German Elementary**

For students who have no previous knowledge of German or only one year of high school German. Classroom time is devoted to practice in correct pronunciation, using the modern audio-lingual approach, reading of simple prose, and dictation. Students are required to improve their skill by means of laboratory work.

3 class periods.      1 one-hour laboratory period.  
3 semester hours each semester.

**L251-L252 Language, German Intermediate**

Reading selected works by representative authors. Time is devoted also to vocabulary building and use of idiomatic expressions. Added emphasis is placed on self-expression and comprehension of the spoken language, using the modern audio-lingual approach. If necessary, students are required to improve their skill by means of laboratory work. Classes are conducted mainly in German. Prerequisite: Elementary German L151-L152 or equivalent.

3 class periods.      3 semester hours each semester.

**L351-L352 Language, German Literature**

Contemporary trends in German literature. Works of 19th and 20th century German writers are read and discussed in the original. Prerequisite: Intermediate German L251-L252 or equivalent.

3 class periods.      3 semester hours each semester.

**L101-L102 Language, Greek, Elementary**

An introduction to the fundamentals of Greek grammar and syntax. Reading selections from Greek prose illustrating the grammar and syntax studied.

3 class periods. 3 semester hours each semester.

**L201-L202 Language, Greek Intermediate**

Reading and exegesis in the New Testament and in the Septuagint. Advanced study of New Testament grammar, syntax, and vocabulary.

3 class periods. 3 semester hours each semester.

**L103-L104 Language, Latin Elementary**

Latin poetry and prose. Rapid reading of selected authors, including Horace, Pliny, Cicero; Medieval and Renaissance Latin.

3 class periods. 3 semester hours each semester.

**L181-L182 Language, Spanish Elementary**

For students who have no previous knowledge of Spanish or only one year of high school Spanish. It consists of the study of fundamental principles of grammar and syntax. Classroom time is devoted to practice in correct pronunciation, using the modern audio-lingual approach, reading of simple prose, and dictation. Students are required to improve their skill by means of laboratory work.

3 class periods. 1 one-hour laboratory period.

3 semester hours each semester.

**L281-L282 Language, Spanish Intermediate**

Reading selected works by representative authors. Time is devoted also to vocabulary building and use of idiomatic expressions. Added emphasis is placed on self-expression and comprehension of the spoken language, using modern audio-lingual approach. If necessary, students are required to improve their skill by means of laboratory work. Classes are conducted mainly in Spanish. Prerequisite: Elementary Spanish L181-L182 or equivalent.

3 class periods. 3 semester hours each semester.

**L381-L382 Language, Spanish Literature**

Original works are read and discussed to acquaint students with the life and writings of outstanding literary figures and movements in Spain and Hispanic America. Outside reading, lectures and reports. Not a systematic survey course. Prerequisite: Intermediate Spanish L281-L282 or equivalent.

3 class periods. 3 semester hours each semester.

**L171-L172 Language, Russian Elementary**

For students who have no previous knowledge of Russian or only one year of high school German. It consists of the study of fundamental principles of grammar and syntax. Classroom time is devoted to practice in correct pronunciation, using the modern audio-lingual approach, reading of simple prose, and dictation. Students are required to improve their skill by means of laboratory work.

3 class periods.      1 one-hour laboratory period.

3 semester hours each semester.

**L271-L272 Language, Russian Intermediate**

Reading selected works by representative authors. Time is devoted also to vocabulary building and use of idiomatic expressions. Added emphasis is placed on self-expression and comprehension of the spoken language, using modern audio-lingual approach. If necessary, students are required to improve their skill by means of laboratory work. Classes are conducted mainly in Russian. Prerequisite: Elementary Russian L171-L172 or equivalent.

3 class periods.      3 semester hours each semester.

**L371-L372 Language, Russian Literature**

Major works of the foremost Russian writers are read in the original and discussed. These include: Pushkin, Lermontov, Tolstoy, Dostoevski, Turgenev, and a few contemporary writers. Prerequisite: Intermediate Russian L271-L272 or equivalent.

3 class periods.      3 semester hours each semester.

**Management****M241 Management; Business Organization and**

An introduction to business through its principal facets—planning, production, distribution, finance and control. The numerous problems currently encountered in decision and profit making are emphasized, as are the new techniques of management. The principal types of business organization are studied both in the classroom and on field trips.

3 class periods.      3 semester hours.

**M243 Management, Business Orientation**

A course for first year students, conducted by the Division Chairman, assisted by the Business Administration faculty and guest business executives. The student will become acquainted with the opportunities, responsibilities, and challenges in the business field—and its requirements.

1 class period.      2 semester hours.

**M343 Management, Production Control**

The organization, application and objectives of production control as it relates to all phases of manufacturing operations. Prerequisite: Junior standing.

3 class periods. 3 semester hours.

**M345 Management, Elementary Business Law**

A study of the development of the Uniform Commercial Code, the Pennsylvania legal system, existing courts and procedures; fundamental study of the law of contracts, agency and commercial paper, and the effect, relationships, rights and obligations arising therefrom. Prerequisite: third semester standing.

3 class periods. 3 semester hours.

**M346 Management, Elementary Business Law**

A study of the effects, rights, and obligations arising from partnerships, corporations, personal property, secured transactions, sales, bailments, common carriers, real estate, judgments, documents of title, and debtor-creditor relationships. Prerequisite: third semester standing and Elementary Business Law M345 or equivalent.

3 class periods. 3 semester hours.

**M348 Management, Personnel Administration**

A study of the nature of personnel administration; diagnosing organizational stability; building and maintaining work teams; wage and work assignments; and employee service programs. A study of actual case material is employed to illustrate the wide range of interrelated personnel problems. Corequisite: Business Organization and Management M241

3 class periods. 3 semester hours.

**M349 Management, Introduction to Finance**

Analyzes the financial problems of business; current and long term requirements for capital; analysis of the capital structure; characteristics of various types of securities and security marketing. Prerequisite: Elementary Accounting M101-M102.

3 class periods. 3 semester hours.

**M353 Management, Transportation and Traffic**

An introductory course presenting the current patterns of transportation, traffic practices and procedures. Consideration is given to the related problems of management, including costs, warehousing, plant and terminal facilities, personnel, equipment utilization, packaging and customer service. Prerequisite: Junior standing.

3 class periods. 3 semester hours.

**M354 Management, Insurance**

A basic introduction to the fundamentals of life, property and casualty insurance, with emphasis on the various types of risks, contract analysis, and costs.

3 class periods. 3 semester hours.

**M355 Management, Corporation Finance**

Examines short and long term financing, investment and lending institutions, the money markets, governmental regulations and assistance, and related financial problems.

3 class periods. 3 semester hours.

**M356 Management, Industrial Management**

The principles of factory organization, planning, equipment, production processes, product development, research, work measurements, costs, and procurement.

3 class periods. 3 semester hours.

**M441 Management Seminar**

A senior course designed for development of managerial skills through the seminar approach. The case problem method is employed, supplemented by field trips and guest lecturers. Prerequisite: Senior standing.

3 class periods. 3 semester hours.

**M442 Management, Government and Business Relations**

An introductory course which considers how business policies, practices and profits are affected by Federal and State laws, and administrative regulations. A research paper is required. Prerequisite: Senior standing.

3 class periods. 3 semester hours.

**M451 Management, Business Cycles**

An inquiry in depth into the historical causes and effects of cyclical fluctuations in business activities in this country, and Western Europe. Analysis of Keynesian and other theories is undertaken. Prerequisites: Economics M221-M222.

3 class periods. 3 semester hours.

## **Marketing**

**M261 Marketing, Advertising**

The organization and functions of advertising from the viewpoint of management: types of advertising, media selection and evaluation, preparation of copy, and layout. Prerequisite: Business Organization and Management M241.

3 class periods. 3 semester hours.

**M262 Marketing, Principles of**

A study of market research, the methods and people involved in bringing to the consumer the variety of goods and services produced through industry and agriculture.  
Corequisite: Business Organization and Management M241.

3 class periods. 3 semester hours.

**M265 Marketing, Industrial**

A study of the principles and practices employed in distributing goods and services to industry; channels of distribution, pricing, service and delivery; industrial purchasing; sales policies. Prerequisite: Principles of Marketing M262

3 class periods. 3 semester hours.

**Mathematics****S161 Fundamental Mathematics**

Designed primarily for liberal arts or education majors, the course gives students some perspective on mathematics, illustrates the subject's relevance to other fields, and provides insight into its nature and structure. Topics covered are the historical cause of mathematics, numerical systems, mathematical logic and proof, Euclidean and modern geometrics, and elementary set theory. Prerequisite: One year of high school mathematics or satisfactory achievement in college entrance examinations.

3 class periods. 3 semester hours.

**S162 Fundamental Mathematics**

The course emphasizes the vocabulary, logical thinking, and skills of basic mathematics to give the student the mathematical background necessary in his vocation or to enable him to proceed to other courses using mathematical techniques. Building on the student's high school background, the course covers functions and variables, equations, inequalities, graphing, and probability and statistical concepts. Prerequisite: Mathematics S161 or two years of high school mathematics.

3 class periods. 3 semester hours.

**S163 College Mathematics**

Set notation, operations and theory; real number system; factoring polynomials; operations on fractions, slopes and equations of lines; graphing and solutions of linear through nth degree equations; trigonometric and exponential functions including graphing; permutations, combinations, and probability. Prerequisites: Satisfactory achievement in high school mathematics, in college entrance examinations, or Fundamental Mathematics S162.

3 class periods. 3 semester hours.

**S164 College Mathematics**

Logarithms and logarithmic functions; solutions of triangles; elementary vector analysis; applications of trigonometric functions; variation and proportion; complex number system; introduction to theory of equations including matrices; sequences and series. Prerequisite: College Mathematics S163.

3 class periods.      3 semester hours.

**S171-S172 Analytic Geometry and Calculus**

Cartesian coordinates, slope, straight lines, conic sections, polar coordinates, limits, differentiation, integration, and applications of calculus to the physical sciences and engineering. Prerequisites: Two units of algebra, one unit of plane trigonometry, and satisfactory achievement in college entrance examinations, or College Mathematics S164.

5 class periods.      5 semester hours each semester.

**S265 Elements of Statistics**

Basic statistical analysis for use in all fields, theory of frequency distribution, measurements of dispersion, skewness, sampling, correlation, statistical presentation. Prerequisite: Fundamental Mathematics S162, or College Mathematics S164, or Analytic Geometry and Calculus S172.

3 class periods.      3 semester hours.

**S266 Introduction to Automatic Data Processing**

A study of the fundamental concepts of collecting, manipulating and analyzing data through the use of punch cards and the computer. Prerequisites: College Mathematics S163, or Elements of Statistics S265, or Analytic Geometry and Calculus S172.

2 class periods.      1 three-hour laboratory.

3 semester hours.

**S271 Calculus III**

Series expansion of functions, partial derivatives, and multiple integration. Prerequisites: Analytic Geometry and Calculus S172.

3 class periods.      3 semester hours.

**S272 Differential Equations**

Introductory study with applications to physics, chemistry and engineering. Prerequisite: Calculus III S271.

3 class periods.      3 semester hours.

**S365 Statistics II**

The application of quantitative methods, sampling, probability distributions and multiple correlations to common statistical problems and situations. Prerequisite: Statistics S265.

3 class periods. 3 semester hours.

**Music****A141-A142 Music, Choir**

Good choral literature of various types is studied, including folk and religious music, classical and semi-classical compositions. At least one public performance is given each semester. A desire to sing is the only prerequisite.

2 class periods. 1 semester hour each semester.

**A145-A146 Music, Applied (Voice)**

Required of all music majors.

6 studio periods. 2 semester hours each semester for voice majors;  
1 semester hour each semester for non-voice majors.

**A147-A148 Music, Applied (Piano)**

Required of all music majors.

6 studio periods. 2 semester hours each semester for piano majors;  
1 semester hour each semester for non-piano majors.

**A151-A152 Music, Theory**

Fundamentals of music and musicianship, including triads, keys, scales, cadences, sight singing and ear training, chord relationships, key relationships, four-part writing, keyboard harmony, modulation and improvisation.

4 class periods. 4 semester hours each semester.

**A153-A154 Music, Orchestra**

Training in playing classical, semi-classical band, and dance orchestra music. The orchestra performs at College functions both as a solo group and as an accompanying group.

2 class periods. 1 semester hour each semester.

**A241 Music, History and Appreciation of**

Designed to increase the interest in the larger forms of music for the average listener. Items such as opera, symphonic literature, and musical forms are presented, and examples, by means of records, are used.

3 class periods. 3 semester hours.

**A245-A246 Music, Applied (Voice)**

Required of all music majors.

6 studio periods. 2 semester hours each semester for voice majors;  
1 semester hour each semester for non-voice majors.

**A247-A248 Music, Applied (Piano)**

Required of all music majors.

6 studio periods. 2 semester hours each semester for piano majors;  
1 semester hour each semester for non-piano majors.

(NOTE: In the case where non-music majors desire private instruction, 1 semester hour will be given for each semester of Applied Music. Admission as a special private student is subject to audition by the appropriate instructor.)

**A251-A252 Music, Theory**

Chord study, four-part harmony, with nonharmonic tones, beginning counterpoint, keyboard harmony, and contrapuntal diction, sight singing, form and analysis, 18th and 19th century styles. Prerequisite: Music Theory A151-A152.

4 class periods. 4 semester hours each semester.

**A255 Music, in the History of Western Culture**

An approach to the history of music as representative of cultural development from early Christian Chant to the present. Musical examples will be heard and discussed with emphasis on musical style as a reflection of its time. The course is designed primarily for music majors but others wishing more detailed musical information may enroll.

3 class periods. 3 semester hours each semester.

**Philosophy**

**P221 Philosophy, Introduction to**

A first course in philosophy dealing with basic philosophical terms and with the vital questions of human interest in religion, science, education, art, morality, and social policy so that the individual student can gain an integration of the various phases of human experience. Socratic method.

3 class periods. 3 semester hours.

**P231 Philosophy, Logic**

An analysis of inductive and deductive reasoning as applicable to an individual's life, with attention given to clarity in argument and the detection of fallacies in writing and speaking. Prerequisite: Introduction to Philosophy P221.

3 class periods. 3 semester hours.

**P321 Philosophy, Epistemology**

Study of the theory of knowledge. The sources, nature, methods, and validity of knowledge are analyzed. Knowledge in relationship to the major philosophical systems is emphasized. Prerequisite: Philosophy P221.

3 lecture hours. 3 semester hours.

**P325 Philosophy, Aesthetics**

Study of the major theories of beauty. The nature of the aesthetic experience and artistic structure. Relation of aesthetics to the Fine Arts. The social role of art and function of aesthetic criticism. Prerequisite: Philosophy P221.

3 lecture hours. 3 semester hours.

**P326 Philosophy, Axiology**

Study of the theory of value and those things that have value. Nature of values; type of value; criticism of values; metaphysical status of value. Prerequisite: Philosophy P221.

3 lecture hours. 3 semester hours.

**P327 Philosophy, Contemporary**

Study of major philosophers and philosophical trends in the twentieth century. Emphasis may change from year to year in regard to the following: Existentialism, dialectical materialism, logical positivism, linguistic analysis, and other significant movements. Prerequisite: Philosophy P221.

3 lecture hours. 3 semester hours.

## **Physical Education**

**Physical Education, Men:**

- PE 1 Touch Football and Wrestling
- PE 2 Soccer and Volleyball
- PE 3 Softball and Basketball
- PE 4 Physical Fitness and Conditioning

**Physical Education, Women:**

- PE 31 Body Mechanics and Modern Dance
- PE 32 Field Hockey and Volleyball
- PE 33 Gymnastics
- PE 34 Softball and Basketball

**Physical Education, Men and Women:**

- PE 51 Beginning Bowling
- PE 52 Archery and Social Dance

- PE 53 Folk and Square Dance  
PE 54 Golf and Badminton  
PE 55 Archery and Elementary Gymnastics  
PE 56 Beginning Swimming  
PE 57 Tennis and Badminton  
PE 58 Lifesaving

2 class periods. 1 semester hour each semester.

## Physics

### S181-S182 Physics, The Physical Sciences

This course is intended for students whose course of study does not require specialization in one of the applied sciences. It seeks to bring about an understanding of natural phenomena and the relationship between natural laws and human welfare. Astronomy and geology first semester, chemistry and physics second semester.

2 lecture hours. 1 three-hour laboratory.

3 semester hours each semester.

### S183-S184 Physics, General

An introduction to college physics covering the fields of mechanics, heat, sound, electricity, light, and selected topics of modern physics. Emphasis on theory, problems, and practical applications. This course is intended for students not majoring in physics or engineering. Prerequisites: College Mathematics S163-S164.

3 class periods. 1 three-hour laboratory period.

4 semester hours each semester.

### S185-S186 Physics, Engineering

This course is intended for first year students who are majoring in physics or engineering. The first semester deals with topics in the fields of mechanics and heat. The second semester covers topics in heat and sound. Emphasis is on theory, problems, and practical applications. Corequisites: Analytic Geometry and Calculus S171-S172.

3 class periods. 1 three-hour laboratory period.

4 semester hours each semester.

### S283 Physics, Statics

Fundamental concepts; composition and resolution of forces; equilibrium; coplanar and non-coplanar force systems, algebraic and graphical solutions; static and kinetic friction; center of gravity and moment of inertia; practical applications of principles of mechanics. Vector methods are used. Prerequisites: Physics S185 and Mathematics S172.

3 class periods. 3 semester hours.

**S284 Physics, Dynamics**

Velocity and acceleration; motion of particles; motion of rigid bodies; unbalanced forces, work and energy; impulse and momentum. Prerequisite: Statics S283.

3 class periods. 3 semester hours.

**S285-S286 Physics, Engineering**

This course is for second year students who are majoring in physics or engineering. The first semester deals with topics in the field of electricity and magnetism, and the second semester deals with optics and modern physics. Prerequisites: Engineering Physics S185-S186.

3 class periods. 1 three-hour laboratory period.

4 semester hours each semester.

## Political Science

**H241 Political Science, American Government**

The structure and functions of American national government, the nature of federalism; the extent of national powers; the influence of political parties.

3 class periods. 3 semester hours.

**H242 Political Science, State and Local Government**

The structure and functions of the major types of state, county and city governments, regional authorities; metropolitan areas. Special attention will be given to the government of the state of Pennsylvania. Prerequisite: American Government H241.

3 class periods. 3 semester hours.

## Psychology

**B161 Psychology, General**

An understanding of human behavior, unifying the physical, emotional, intellectual and social aspects with current research findings and theories.

3 class periods. 3 semester hours.

**B267 Psychology, Experimental**

Introduction to the experimental method including experimental design, data collection, analysis of data and writing research reports. Prerequisite: General Psychology B161 and Statistics S265. Sophomore year.

2 lecture hours. 2 laboratory hours.

**B362 Psychology, Psychological Tests and Measurements**

Fundamental principles necessary for reliable and valid devices of measurement. A survey of the psychological tests used in the personnel clinical and educational areas

with special emphasis on critical evaluation. Prerequisites: General Psychology B161 and Statistics S265. Junior year.

3 class periods. 3 semester hours.

**B363 Psychology, Educational**

Psychological principles as applied to learning, appraisal of learning, and teaching. Emphasis on motivation, play, growth, child society, emotional stress and individual differences by means of case studies, classroom observation, and discussion. Prerequisite: General Psychology B161.

3 class periods. 3 semester hours.

**B364 Psychology, Psychology of Adjustment**

Showing the significant findings of modern psychology as they relate to a better understanding of ourselves and others and to the development of personality resources for effective living in today's competitive society. Prerequisite: General Psychology B161.

3 class periods. 3 semester hours.

**B365 Psychology, Adolescent**

From later childhood to adulthood. Emphasis will be placed on the adolescent period as a social phenomenon involving guidance in the home, school, and community organizations. Prerequisite: General Psychology B161.

3 class periods. 3 semester hours.

**B366 Psychology, Child**

Normal behavior problems of the small child. The theory of child development will be discussed in relation to the social, emotional, physical and mental aspects of the child. Opportunity also will be given to observe children in a nursery school setting and to study practical problems of child-rearing. Prerequisite: General Psychology B161.

3 class periods. 3 semester hours.

**B367 Psychology, Social**

Understanding group behavior in relation to social customs and standards. Prerequisite: Introduction to Sociology B185 or General Psychology B161.

3 class periods. 3 semester hours.

**B377 Psychology, Advanced Experimental**

Design and analysis of experiments with animal and human subjects emphasizing

kinds and sources of errors and methods of control. Prerequisite: Experimental Psychology B267.

2 lecture hours. 2 laboratory hours.

**B461 Psychology, Abnormal**

The causes, diagnosis, treatment and social significance of various forms of problem behavior; attention is given to the factors in adjustment in both the normal and deviant. Prerequisite: Psychology of Adjustment B364. Junior and Senior.

3 class periods. 3 semester hours.

**B462 Psychology, Introduction to Clinical**

A survey of the field including techniques and problems associated with the clinical interview, diagnostic testing and methods of therapy. Prerequisite: Abnormal Psychology B461. Senior.

3 class periods. 3 semester hours.

**Religion**

**P261 Religion, Introduction to the Old Testament**

An introduction to biblical Jewish philosophy. A literary and historical survey of the books of the Old Testament with reference to origin, growth, interpretations and philosophical and religious values.

3 class periods. 3 semester hours.

**P262 Religion, Introduction to the New Testament**

An introduction to biblical Christian philosophy. A literary and historical survey of the books of the New Testament with reference to origins, interpretations, and philosophical and religious values with an emphasis on their personal and social implications.

3 class periods. 3 semester hours.

**P265 Religion, Living**

An introduction to Oriental philosophical systems through religions in which they developed. An investigation of the contents of the major world religions contemporaneous with Judaism and Christianity, covering the entire range of religious ideas from animism to the highly developed Oriental systems.

3 class periods. 3 semester hours.

**P366 Religion, Psychology of**

An inquiry into the relationship between human personality and the religious ideas which have helped mould it, relying on the great thinkers in the fields of psychology and religion. Prerequisite: One course in philosophy, religion, or psychology.

3 class periods. 3 semester hours.

**P367 Religion, Religious Thought I (To 1500)**

Study of Western religious thought from the rise of religion in Egypt and the Fertile Crescent to the Reformation. The emphasis is philosophical and theological. Prerequisite: Religion P261 or P262.

3 lecture hours. 3 semester hours.

**P368 Religion, Religious Thought II (1500 to Present)**

Study of Western religious thought from the Reformation to present day. The emphasis is philosophical and theological. Prerequisite: Religion P261 or P262.

3 lecture hours. 3 semester hours.

**P369 Religion, in American Life and Thought**

Study of the religious groupings and their role in the development of America. Special attention will be given to twentieth century religious developments, institutions, and functions. Prerequisite: Religion P261 or P262.

3 lecture hours. 3 semester hours.

## **Secretarial Studies**

**M181-M182 Secretarial, Orientation**

An introduction to the social manners, practices, duties, and capacities required of the secretary in the business or professional fields.

1 class period. 1 semester hour each semester.

**M183 Secretarial, Elementary Typing**

Designed for students with no previous knowledge or training in typewriting. Development of various skills within prescribed standards.

4 class periods. 2 semester hours.

**M185 Secretarial, Intermediate Typing I**

Designed for students with limited knowledge or training in typewriting. Development of various skills within prescribed standards.

4 class periods. 2 semester hours.

**M186 Secretarial, Typing II**

Further development of typing skills based on prescribed standards. Emphasis is placed upon accuracy and speed in the preparation of letters, tabulations, rough drafts, manuscripts, business forms, etc. Prerequisite: Typing M183 or M185 or equivalent.

4 class periods. 2 semester hours.

**M191-M192 Secretarial, Shorthand (Gregg Diamond Jubilee System)**

The development of skills in reading and writing shorthand to attain a prescribed dictation speed with accuracy.

5 class periods. 3 semester hours each semester.

**M283 Secretarial, Shorthand and Transcription**

This course includes complete coverage of Gregg Diamond Jubilee shorthand. Emphasis is placed on sustained dictation and transcription in mailable form. The student is trained to achieve an acceptable speed with comparable accuracy based on prescribed standards. Prerequisites: Typing M183 or M185 and Typing M186, Shorthand M191 and/or M192, or equivalent.

5 class periods. 3 semester hours.

**M284 Secretarial, Executive Shorthand and Transcription**

This course is a continuation of Shorthand and Transcription M283 with emphasis on skill development for the executive secretarial student based on prescribed standards. Prerequisites: Typing M183 or M185 and Typing M186, Shorthand M191 and/or M192, or equivalent.

5 class periods. 3 semester hours.

**M286 Secretarial, Medical Shorthand and Transcription**

This course is a continuation of Shorthand and Transcription M283 with emphasis on skill development for the medical secretarial student based on prescribed standards. Prerequisites: Typing M183 or M185 and Typing M186, Shorthand M191 and/or M192, or equivalent.

5 class periods. 3 semester hours.

**M287-M288 Secretarial, Executive Secretarial Practice**

Basic training in the numerous skills and procedures required in a business or professional office for the executive secretarial student. This training includes: instruction in the preparation of business reports and forms, filing, switchboard, business machines, office communication, and practical office work experience. Prerequisite: Typing M183 or M185 and Typing M186, or equivalent.

3 class periods. 2 one-hour practice periods.

3 semester hours each semester.

**M289-M290 Secretarial, Medical Secretarial Practice**

Basic training in the numerous skills and procedures required in the professional office for the medical secretarial student. This training includes: instruction in the preparation of medical reports and forms, filing, switchboard, business machines, office

communication, and practical office work experience. Prerequisite: Typing M183 or M185 and Typing M186, or equivalent.

3 class periods.      2 one-hour practice periods.  
3 semester hours each semester.

## Sociology

### B185 Sociology, Introduction to

Designed to enable the student to obtain a better understanding of group relations. Consideration is given to the influence of heredity and environment upon individual and group behavior, the examination of institutions, race relations in the United States, and community services.

3 class periods.      3 semester hours.

### B285 Sociology, American Social Problems

A study of the contemporary sociological deviations of crime, delinquency, racism, poverty, family and industrial discord with emphasis on relevant experimental data and methods for assessing causes and remedies. Prerequisite: Introduction to Sociology B185. Sophomores.

3 class periods.      3 semester hours.

### B286 Sociology, The Family

The origin and history of the family; economic, political, and social movements which have affected family life, consideration of contemporary theories regarding formation of personality, family adjustment, and organization; consideration of practical approach to preparation for marriage, family crises and adjustments. Prerequisite: Introduction to Sociology B185.

3 class periods.      3 semester hours.

### B291 The Citizen and The Court

A seminar in the field of community relations, encompassing the spectrum of the administration of justice and community responsibility, utilizing the interdisciplinary approach in case and situational analysis.

3 class periods.      3 semester hours.

### B292 Criminal Law, Principles of

Substantive law of crimes is thoroughly considered by examining the Pennsylvania Penal Code in relation to general principles of criminal law and constitutional rights.

3 class periods.      3 semester hours.

**B293 Criminal Investigation**

Introduction to fundamentals of criminal investigation, rules of evidence; sources of information; observations, descriptions and identifications, including collection, preservation and processing of physical evidence; records, reports and statements, case preparation; surveillance and undercover techniques; modus operandi; raids.

3 class periods. 3 semester hours.

**B294 Police Organization and Administration**

This course will examine past and present police administration practices to provide and guide toward formulating better administrative knowledge and techniques. The organization structure of both large and small departments will be studied as to how they affect the operational procedures. Administrative problems and principles of Government and Business Administration will be analyzed and reviewed.

3 class periods. 3 semester hours.

**B295 Seminar in Selected Law Enforcement Principles**

Evaluation of current major hypotheses; review of recent developments, contributions by agencies and academic institutions and review current literature in the field of deviant behavior.

3 class periods. 3 semester hours.

**B387 Sociology, Social Work**

Analysis of social welfare, social agencies and social work as a profession; functions of social case work and group dynamics. Prerequisite: Introductory Sociology B185 and/or American Social Problems B285.

3 class periods. 3 semester hours.

**B388 Sociology, Urban**

A study of the development of modern cities and their impact upon society; discussion of problems connected with urban living. Students use the City of York and York County as special areas for research. Prerequisite: Introduction to Sociology B185.

3 class periods. 3 semester hours.

**B391 Sociology, Groups**

The origin, structure, organization and functions of the groups which constitute a society and the social environment of the individual. Prerequisite: Introduction to Sociology B185.

3 class periods. 3 semester hours.

**B392 Sociology, Comparative Social Structure**

Comparison of various levels of sociological complexity in the stratification, organization and institutionalization by cross-cultural studies. Prerequisite: Introduction to Sociology B185.

3 class periods.      3 semester hours.

**B394 Sociology, Introduction to Law Enforcement and Public Safety**

Survey of law enforcement; the role, history, development and constitutional aspects of law enforcement and public safety. A review of agencies involved in the process of the administration of criminal justice.

3 class periods.      3 semester hours.

**B395 Sociology, Traffic Administration**

Examination of United States transportation system, emphasizing efficient safe operation. Activities and agencies concerned with increasing efficiency. Systems development; components; social, economic and political impacts. Survey of present and future needs.

3 class periods.      3 semester hours.

**B396 Sociology, The Role of the Police in Crime and Delinquency (Delinquency Prevention and Control)**

Problem of juvenile delinquency, theories of causation and prevention programs. Police prevention program, juvenile courts, institutional treatment, community resources for prevention, federal and state programs.

3 class periods.      3 semester hours.

**B397 Psychology for Law Enforcement Officers**

Understanding the fundamental principles of psychology applied to modern practice in dealing with crowds, criminals, delinquents and the public; human behavior and improving race relations.

3 class periods.      3 semester hours.

**B398 Criminal Philosophy, Theory and Practice**

Introduction: survey of philosophy, theory and practice involved in the treatment of convicted law violators of all ages. Appraisal of the impact of correctional treatment upon post-correctional behavior.

3 class periods.      3 semester hours.

**B488 Sociology, Seminar**

The Socialization Process. A Senior level survey of theoretical approaches to, and analysis of, research on the inter-relatedness of culture and personality development. Prerequisite: Major of Senior Standing.

3 class periods. 3 semester hours.

**B491 Sociology, Behavioral Science Seminar**

Individual inquiry under faculty supervision in areas pertinent to the student and aimed at integrating the major area by dealing with current research developments and theories. Prerequisite: Major of Senior standing.

3 class periods. 3 semester hours.



# Rosters

**Board of Trustees** 123

**Administration** 124

**Student Services** 124

**Special Services Staff** 125

**Faculty** 126

## **Board of Trustees**

### **Officers and Committee Chairmen**

<b>Benjamin M. Root (1956)</b>	<b>John T. Robertson (1954)</b>
President	Chairman, Buildings and Grounds Committee
<b>Horace E. Smith, Esq. (1951)</b>	<b>W. Burg Anstine, Esq. (1966)</b>
Vice President	
<b>John W. Hennessey (1959)</b>	<b>Elliott W. Breese (1966)</b>
Secretary	Mrs. Jesse Chock (1953)
<b>Walter S. Ehrenfeld (1942)</b>	<b>John P. Connelly (1944)</b>
Assistant Secretary	Herman A. Gailey, M.D. (1941)
<b>John L. Toomey (1954)</b>	<b>Russel G. Gohn (1966)</b>
Treasurer	Harlowe Hardinge (1949)
<b>John C. Schmidt (1962)</b>	<b>Ben Lavetan (1944)</b>
Assistant Treasurer	Raymond S. Noonan, Sr. (1953)
<b>Melvin H. Campbell (1945)</b>	<b>Mrs. George E. Schenck (1956)</b>
Chairman, Executive Committee	Marvin G. Sedam (1962)
<b>Bruce A. Grove, M.D. (1943)</b>	<b>Beauchamp E. Smith (1962)</b>
Chairman, Education, Alumni and Student Affairs Committees	J. Kenneth Stallman (1966)
<b>Frederick G. Dempwolf (1941)</b>	John A. Waltersdorf (1957)
Chairman, Finance Committee	Joseph R. Wilson (1960)
	Charles S. Wolf (1962)

Note: Date in parenthesis indicates year of election.

## **Administration**

Ray A. Miller	President
Ph.D., New York University	
Eldon Webb	Assistant to President
M.A., Pennsylvania State University	
Fred C. Smith	Dean of Academic Affairs
M.A., University of Pittsburgh	
Myles J. Anderson	Dean of Student Affairs
Ed.D., University of Wyoming	
Boyd E. Arnold	Bursar-Business Manager
B.S., Bloomsburg State College	
M.Ed., The Pennsylvania State University	
Bradley J. Culbertson	Director of Admissions
M.Ed., Pennsylvania State University	
Zerah A. Campbell	Director of Evening and Summer Sessions
M.S., St. Francis College	
George M. Beahan	Registrar and Director of Computer Center
B.S., Pennsylvania State University	

## **Student Services**

Myles J. Anderson	Dean of Student Affairs
Ed.D., University of Wyoming	
Bernard Buckler	Director of Student Activities
B.S., Springfield College	
Ruth P. Katherman	Counselor
B.S., College of William and Mary	
Barbara R. Rodd	Counselor
M.Ed., Pennsylvania State University	
Dorothy R. Root	Counselor
M.A., University of Pennsylvania	
Jean T. Semmelman	Counselor
M.Ed., Western Maryland College	
Alfred F. Williams	Financial Aid Officer
Millersville State College	

### Special Services Staff

Ruth Gosnell	Publicist
D. Haydn Stouch, M.D.	College Physician
Hahnemann Medical College	
Ida M. Kelly	College Nurse
R.N., Mercy Hospital School of Nursing	
Mrs. Marguerite Edmondson, Residence Director	Springettsbury Hall
Mrs. Charlotte Graves, Assistant Residence Director	Springettsbury Hall
Mrs. Lillian M. Sowers, Assistant Residence Director	Springettsbury Hall and Penn Hall
Wilma F. Gault	Bookstore Manager
William Pfaff	Manager, Food Services
Lewis Achaj	Superintendent, Buildings & Grounds
William Bynane	Security Officer



**Faculty Roster  
1968-1969**

Nafez Y. Abdullah (1968)	Instructor, Intercultural Studies
B.A., State University of New York	
M.A., Graduate School of Public Affairs, Albany	
David F. Alexick (1966)	Instructor, Art
B.F.A. and M.F.A., Richmond Professional Institute	
Myles J. Anderson (1967)	Assistant Professor, Psychology
B.S., Bloomsburg State College	
M.S., Bucknell University	
Ed.D., University of Wyoming	
Margaret S. Atwood (1956)	Assistant Professor, Librarian
A.B., New York State College	
B.S., Library Science, New York	
State College for Teachers	
Ann St. Clair Baker (1966)	Instructor, Languages
A.B., Rollins College	
M.Ed., Duke University	
Van R. Baker (1967)	Associate Professor, English
B.S., United States Military Academy	Chairman, English Department
M.A. and Ph.D., Columbia University	
Everett G. Beckman (1964)	Associate Professor, Philosophy and Religion
B.A., Bridgewater College	Chairman, Division of Liberal Arts
M.A., West Virginia University	
Ph.D., University of Pittsburgh	
George E. Bergey (1968)	Instructor, Mathematics
B.S., Pennsylvania State University	
M.A.T., Johns Hopkins University	
Charles W. Boas (1968)	Professor, Social Science
A.B., Lafayette College	
M.A., University of Virginia	
Ph.D., University of Michigan	
Hazel L. Bowman (1965)	Assistant Professor, English
A.B., Florida State College for Women	
M.A., University of Florida	

Zerah A. Campbell (1966)	Instructor, Psychology
B.S., University of Illinois	
M.S., Saint Francis College	
Richard E. Coulter (1967)	Associate Professor, History
B.S., Temple University	
M.A., St. Andrews University	
Ph.D., University of Virginia	
Robert H. Cummings (1965)	Instructor, Health and Physical Education
B.S., University of Maryland	
M.A., West Virginia University	
Sidney G. Dashevsky (1967)	Associate Professor, Psychology
A.B., New Mexico Highlands University	
M.A. and Ph.D., University of Rochester	
Patricia Deitz (1968)	Professor, Languages
Ph.B., Dickinson College	
M.A., State University of Iowa and Ohio State University	
Ph.D., State University of Iowa	
Alejandro deVanguardia (1962)	Assistant Professor, Languages
B.S., Naval Academy, Cadiz, Spain	
Ronald R. Dewees (1968)	Instructor, Mathematics
B.S. and M.Ed., Shippensburg State College	
Mahmoud ElLaissi (1967)	Assistant Professor, English
B.A., University of Cairo	
M.A. and Ph.D., The University of Texas	
Roger W. Ellis (1966)	Instructor, Business Education
B.S. and M.Ed., Bloomsburg State College	
Leah G. Fudem (1966)	Instructor, English
B.S.Ed., and M.Ed., Millersville State College	
Charlotte K. Gotwald (1967)	Instructor, Sociology
A.B., Western College for Women	
M.Ed., Johns Hopkins University	
Joseph W. Grosh, Jr. (1968)	Assistant Professor, Physics
B.S., Franklin and Marshall College	
M.A., University of Arizona	
Ph.D., University of Utah	

Joseph P. Gyenes (1967)	Instructor, History
B.A., Albright College	
M.A., Lehigh University	
Trudy R. Hildebrand (1966)	Assistant Librarian
B.S., Millersville State College	
Heinz L. Hosch (1968)	Instructor, Languages
B.A. and M.A., Brigham Young University	
Andrew Jackson (1965)	Associate Professor, Economics
A.B., M.A., Ph.D., George Washington University	
Jack C. Jaquet (1960)	Assistant Professor, Health and Physical Education
B.A., Monmouth College	
M.S., Wisconsin University	
Sardari L. Khanna (1965)	Associate Professor, Physics
B.A., Panjab University	
M.Sc., and Ph.D., Saugar University	
Albert W. King (1957)	Assistant Professor, Biology
B.S., Trinity College	
M.Ed., Cornell University	
Dorothy K. Lagunowich (1965)	Instructor, Assistant Librarian
B.S., Millersville State College	
P. Frank Lisk, Jr. (1967)	Associate Professor, Business Administration
B.A., University of Florida	
M.B.A., University of Pennsylvania	
Ann F. Ludwick (1967)	Instructor, Mathematics
B.A., Shepherd College	
Dr. Nathan Mao (1968)	Associate Professor, English
B.A., New Asia College	
M.A., Yale University	
Ph.D., University of Wisconsin	
Philip C. Marshall (1961)	Associate Professor, Social Science
B.A., Amherst College	
M.A., Boston University	
Ph.D., Rutgers University	
Helen M. McNitt (1947)	Assistant Professor, English
A.B., Wilson College	
M.A., The Pennsylvania State University	

Paul L. Minnich (1967)	Assistant Professor, History
B.A., Asbury College	
M.A., Lehigh University	
Ferdinand L. Molz (1968)	Assistant Professor, Business Administration
B.S., Rider College	
M.A., University of Maryland	
Patricia Moore (1961)	Instructor, Science
A.B., Denver University	
Leonid Murog (1965)	Instructor, Social Science
B.S., Indiana University	
M.A., St. Louis University	
Thomas S. Narus (1962)	Assistant Professor, Education
B.A., Lafayette College	
M.S., Bucknell University	
Carmen H. Owen (1963)	Assistant Professor, Psychology
B.A. and M.A., Duke University	
Phyllis S. Poff (1968)	Instructor, Business Administration
B.S., Elizabethtown College	
M.Ed., Temple University	
Dinker S. Raval (1967)	Associate Professor, Business Administration
B.A., Gujarat University	
M.A., The American University	
M.B.A., George Washington University	
Betty M. Richwine (1967)	Instructor, Mathematics
B.S., Indiana University of Pennsylvania	
M.S., Bucknell University	
Barbara R. Rodd (1967)	Instructor, Psychology
B.A., Wichita State University	
M.A., The Pennsylvania State University	
Carl L. Scheirer, Jr. (1966)	Associate Professor, Science and Engineering
B.S., M.S., and Ph.D., The Pennsylvania State University	
	Chairman, Division of Science and Engineering
Charles S. Seligman (1963)	Associate Professor, Business Administration
B.A., The Pennsylvania State University	
M.G.A., University of Pennsylvania	Chairman, Division of Business Administration

David R. Streetman (1968)	Assistant Professor, Music
B.M., Baylor University	
M.M., North Texas State University	
Ph.D., North Texas State University	
Chin Ha Suk (1967)	Instructor, Sociology
B.A. and M.A., George Washington University	
Robert H. Terry (1965)	Instructor, History
B.S., Mansfield State College	
M.Ed., Shippensburg State College	
Ruth E. Trevethan (1962)	Assistant Professor, English
B.S., State College, Indiana	
M.A., Columbia University	
Barbara H. Walsh (1967)	Instructor, Speech
B.A., John B. Stetson University	
M.A., Louisiana State University	
Warren H. Wetzler (1956)	Assistant Professor, Physics
B.S., West Chester State College	
M.Ed., The Pennsylvania State University	
Ralph C. Woolley (1966)	Instructor, Music
B.M., Baylor University	
Russel E. Yoas (1965)	Assistant Professor, Business Administration
B.S., Susquehanna University	
M.Ed., The Pennsylvania State University	

**Lecturers**

Thomas Burkhart	Medical Technology
M.D., University of Maryland	
Eli L. Cooper	Philosophy
D.D., Hebrew Union College	



# Calendar

## College Calendar 1968

September 3	Tuesday	9:00 a.m.	Faculty and Staff Meetings
		9:00 a.m.	Residence Halls open for Dormitory students
		7:00 p.m. to 9:00 p.m.	Registration for Evening Session Students
September 4	Wednesday	9:00 a.m.	Freshman Orientation
		9:00 a.m. to 4:00 p.m.	Registration for Day Session Students
		7:00 p.m. to 9:00 p.m.	Registration for Evening Session Students
September 5	Thursday	9:00 a.m. to 4:00 p.m.	Registration for Day Session Students
September 6	Friday	9:00 a.m.	Day Session classes begin Late Registration
September 9	Monday	7:00 p.m.	Evening Session classes begin
September 13	Friday		Last day to enter classes
November 26	Tuesday	10:00 p.m.	Thanksgiving Holiday begins
December 2	Monday	9:00 a.m.	Classes resume
December 20	Friday	5:00 p.m.	Last day of semester, Classes end Examinations over for Fall Semester
December 21	Saturday	12:00 noon	Dormitories close for the Christmas Holiday

### **College Calendar 1969**

January 7	Tuesday	7:00 p.m. to 9:00 p.m.	Registration for Evening Session Students
January 8	Wednesday	9:00 a.m.  9:00 a.m. to 4:00 p.m. 7:00 p.m. to 9:00 p.m.	Dormitories reopen for Spring Semester  Registration for Day Session Commuter Students Registration for Evening Session Students
January 9	Thursday	9:00 a.m.	Registration for Dormitory Students
January 10	Friday	9:00 a.m.	Day Session classes begin Late registration
January 13	Monday	7:00 p.m.	Evening Session classes begin
January 17	Friday		Last day to enter classes
March 28	Friday	5:00 p.m.	Easter Vacation begins
April 14	Monday	9:00 a.m.	Classes resume following Easter Vacation
May 16	Friday		Classes end for the Spring Semester
May 19-23	Monday to Friday		Final Examination Week
May 31	Saturday	11:00 a.m.	Commencement

**First Evening Session**

Summer 1969

May 27	Tuesday	6:30 p.m. to 8:30 p.m.	Registration for First Evening Session
May 28	Wednesday	6:30 p.m. to 8:30 p.m.	Registration for First Evening Session
May 29	Thursday	6:30 p.m. to 8:30 p.m.	Registration for First Evening Session
June 2	Monday	7:00 p.m.	Classes for First Evening Session begin
July 11	Friday	10:00 p.m.	Classes for First Evening Session end

**Day Session**

June 26 and 27	Thursday and Friday	9:00 a.m. to 3:00 p.m. 7:00 p.m. to 8:30 p.m.	Day Session Registration for Commuter Students
June 29	Sunday	2:00 p.m.  4:00 p.m. to 6:00 p.m.	Dormitories open for Day Session students  Registration for dormitory students
June 30	Monday	9:00 a.m.	Classes for Day Session begin
August 8	Friday	5:00 p.m.	Classes for Day Session end

**Second Evening Session**

July 8	Tuesday	6:30 p.m. to 8:30 p.m.	Registration for Second Evening Session
July 9	Wednesday	6:30 p.m. to 8:30 p.m.	Registration for Second Evening Session
July 10	Thursday	6:30 p.m. to 8:30 p.m.	Registration for Second Evening Session
July 14	Monday	7:00 p.m.	Classes for Second Evening Session begin
August 22	Friday	10:00 p.m.	Classes for Second Evening Session end

**Fall 1969**

September 2	Tuesday	9:00 a.m.	Faculty and Staff meetings
		9:00 a.m.	Residence Halls open for Dormitory students
		7:00 p.m. to 9:00 p.m.	Registration for Evening Session students
September 3	Wednesday	9:00 a.m.	Freshman Orientation
		9:00 a.m. to 4:00 p.m.	Registration for Day Session students
		7:00 p.m. to 9:00 p.m.	Registration for Evening Session students
September 4	Thursday	9:00 a.m. to 4:00 p.m.	Registration for Day Session students
September 5	Friday	9:00 a.m.	Day Session classes begin Late registration
September 8	Monday	7:00 p.m.	Evening Session classes begin
September 12	Friday		Last day to enter classes

## CALENDAR 1968

SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	..	1	2	3	4	5	..	..	..	..	..	..	1	2	3	4	5	6	7		
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	..	..	..	..	..	..	
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
29	30	..	..	..	..	..	27	28	29	30	31	..	..	24	25	26	27	28	29	30	29	30	31	..	..	..	..

## CALENDAR 1969

JANUARY							FEBRUARY							MARCH							APRIL						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
..	1	2	3	4	5	6	..	..	1	2	3	4	5	..	..	..	..	..	1	2	3	4	5	6	7		
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8	..	..	..	..	..	..	..
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15	13	14	15	16	17	18	19
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22	20	21	22	23	24	25	26
26	27	28	29	30	31	..	23	24	25	26	27	28	..	23	24	25	26	27	28	29	27	28	29	30	31	..	..

MAY							JUNE							JULY							AUGUST						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
..	1	2	3	4	5	6	1	2	3	4	5	6	7	..	1	2	3	4	5	6	..	1	2	3	4	5	6
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
18	19	20	21	22	23	24	19	20	21	22	23	24	25	22	23	24	25	26	27	28	17	18	19	20	21	22	23
25	26	27	28	29	30	31	26	27	28	29	30	31	..	23	24	25	26	27	28	29	27	28	29	30	31	..	..

SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
..	1	2	3	4	5	6	..	1	2	3	4	5	6	..	..	..	..	..	1	2	3	4	5	6	7		
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	..	..	..	..	..	..	..
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26
28	29	30	..	..	..	..	26	27	28	29	30	31	..	23	24	25	26	27	28	29	27	28	29	30	31	..	..

JANUARY							FEBRUARY							MARCH							APRIL						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
..	1	2	3	4	5	6	1	2	3	4	5	6	7	1	2	3	4	5	6	7	..	1	2	3	4	5	6
4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11	7	8	9	10	11	12	13
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18
18	19	20	21	22	23	24	19	20	21	22	23	24	25	13	14	15	16	17	18	19	13	14	15	16	17	18	19
25	26	27	28	29	30	31	26	27	28	29	30	31	..	22	23	24	25	26	27	28	22	23	24	25	26	27	28

MAY							JUNE							JULY							AUGUST							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
..	1	2	3	4	5	6	1	2	3	4	5	6	7	..	5	6	7	8	9	10	11	2	3	4	5	6	7	8
3	4	5	6	7	8	9	7	8	9	10	11	12	13	14	15	16	17	18	19	20	12	13	14	15	16	17	18	
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	16	17	18	19	20	21	22	
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24	19	20	21	22	23	24	25	
24	25	26	27	28	29	30	28	29	30	31	..	..	..	25	26	27	28	29	30	31	26	27	28	29	30	31	..	



